



Edgecombe County is accepting applications for a **Payroll Administration** in the Finance Department with comprehensive knowledge of payroll procedures for a medium to large organization. General knowledge is needed in standard office practices, and administrative policies and procedures. Comprehensive skill is needed in processing payroll, direct deposit, 401(k), retirement, wage reporting, timesheets, accrual reports, W-2's, and general ledger reports.

High school diploma or GED with coursework in accounting, or related field and considerable experience working in accounting, working with spreadsheets, or equivalent combination of education and experience.

A detailed job description is available upon request.

Starting Salary: \$29,572 w/excellent benefits

Closing date: *Open until filled*

Applications available at the Edgecombe County Human Resources Office, County Administration Building – Room 402; 201 St. Andrew Street, Tarboro, NC, online at www.edgecombcountync.gov, or may be requested by calling 252-641-7834. Pre-employment screenings required. AA/EOE