

MONROE COUNTY, GEORGIA

NOW HIRING

Accounting and Payroll Technician

Starting Pay: \$20.05 per hour

Finance Department

Monroe County is seeking a detail-oriented professional to join the **Finance Department as an Accounting and Payroll Technician**. This position provides technical support for County accounting and payroll operations.

Key Responsibilities

- Reviews timesheets and process bi-weekly payroll.
- Process state and federal tax payments.
- Processes direct deposit and bank wires for payroll.
- Reconciles bank accounts.
- Makes journal entries
- Files accounts payable invoices
- Answers telephone and provides information and assistance.
- Perform other related duties as assigned.

Qualifications

- High School Diploma or equivalent required.
- This is an entry-level opportunity; however, previous payroll or related administrative experience is preferred.
- Knowledge of accounting, accounts payable/receivable, and payroll procedures.
- Proficiency with computers and job-related software.
- Strong organizational, communication, and customer service skills.
- Ability to manage multiple priorities with accuracy and attention to detail.
- **Applications will be accepted until the position is filled.**

Applications may be downloaded at www.MonroeCoGA.org (Departments → Human Resources → Employment Applications) and emailed to jabbott@monroecoga.org, or picked up at the Monroe County Commission Office, **38 W. Main Street**, between **8:00 a.m. and 5:00 p.m.**

Applicants are subject to a drug test and background check.

Monroe County is an equal opportunity employer and a drug-free workplace.