



GOVERNMENT OF

Monroe County  
I N D I A N A

Home of Indiana University

### NOTICE OF JOB OPENING

<b>Department Name:</b>	Employee Services Department
<b>Position Title:</b>	Payroll Administrator – Attendance and Benefits
<b>Position Summary:</b>	<p>Monroe County Employee Services is seeking a detail-oriented and skilled Payroll Administrator to manage payroll functions related to attendance and benefits. This position is responsible for processing payroll transactions, ensuring compliance with applicable laws, conducting internal audits, and resolving payroll discrepancies. The Payroll Administrator will serve as an administrator for attendance software, facilitate new hire paperwork, process various pay adjustments, and ensure accuracy in timecard and benefit time usage.</p> <p><b>Key Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Implement, maintain, and update payroll processing systems.</li><li>• Process new hire paperwork and updates to payroll and attendance software.</li><li>• Ensure compliance with federal, state, and local payroll laws.</li><li>• Serve as an administrator of the County attendance software.</li><li>• Conduct audits of payroll functions and identify discrepancies.</li><li>• Respond to employee inquiries regarding payroll and deductions.</li><li>• Maintain accurate employee service records and generate required reports.</li></ul>
<b>Qualifications:</b>	<p><b>Education:</b> Associate degree in Accounting, Finance, or a related field, or equivalent combination of education and experience. Bachelor's degree preferred.</p> <p><b>Experience:</b> Demonstrated experience in payroll and benefits administration, preferably in a public sector environment.</p>
<b>Salary:</b>	PAT C Classification. 40 hours per week. Salary range \$58,365 - \$67,434 DOE.
<b>Deadline for Application:</b>	Open until filled. Anticipated start date of 12/17/2024.
<b>Submit Resume and References to:</b>	E. Sensenstein <a href="mailto:esensenstein@co.monroe.in.us">esensenstein@co.monroe.in.us</a>

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

Monroe County is an Equal Opportunity Employer  
Federal Identification Number – 35-1732462