Karnes County Treasurers office is currently seeking a full-time payroll clerk. Duties include but not limited to:

Processing of payroll biweekly for up to 200 employees

Reconciling of insurance premiums monthly

Submit all monthly and quarterly reports pertaining to payroll

Preparation of employee W-2s and 1095-C

Other duties as assigned by County Treasurer

Benefits:

Paid medical and life insurance after 90-day introduction period

Vacation and personal time off paid after 90-day introduction period

Holidays paid after 90-day introduction period

Salary: $32,989.00 annual

Please send resume to:

vi.swierc@co.karnes.tx.us

Applications taken until filled