 **KARNES COUNTY TREASURER**

 **VI SWIERC**

**200 E. Calvert, Suite 5**

**Karnes City, Texas 78118**

**(830) 780-2312 Fax (830) 780-4530**

**vi.swierc@co.karnes.tx.us**

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

Orientation for new hires – explanation of benefits such as insurance, vacation, holiday, etc.

Submitting all insurance enrollment forms to the insurance broker

Reconciling of insurance premiums monthly

Submit all monthly and quarterly reports pertaining to payroll

Preparation of employee W-2s and 1095-C

Also includes other Human Resource duties assigned by the 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

Please send resume to:

vi.swierc@co.karnes.tx.us

Applications taken until filled