

**PUBLIC NOTICE
EMPLOYMENT OPPORTUNITY**

**PAYROLL & HUMAN RESOURCES CLERK
JOB DESCRIPTION-DUTIES**

JOB TITLE: Payroll & Human Resources Clerk, Sabine Parish Police Jury

EMPLOYMENT STATUS: Full Time, Permanent

EDUCATION: High School Diploma, and Associate Degree in Business Administration or Related Business Field, as a minimum. Bachelor's Degree in Business Administration or Related Business Field is preferred.

EXPERIENCE: Five (5) years of professional experience in human resources/payroll; or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities

SKILLS: Knowledge of Office Practices, Procedures, and Clerical/Administrative Duties is required

Strong Computer Skills, including use of Microsoft Word and Excel

Must be Professional, Organized, Detail Oriented, Courteous and Friendly

Knowledge of Laws Affecting Louisiana Government is Beneficial

JOB DUTIES AND FUNCTIONS: Enter, process and maintain Payroll/HR data for all parish employees

Prepare and file quarterly payroll tax returns and annual payroll tax returns

Assist new hires with the onboarding process

Ability to understand health insurance and other employee benefits information and complete reports

Manage year-end payroll tasks such as W-2 and 1099 distribution

Perform other clerical tasks and other duties as may be deemed necessary by the Secretary-Treasurer

COMPENSATION: Will be determined based on qualifications.

Interested applicants must email their resume' to ali@sabinepolicejury.com. Resumes will be accepted until Friday, August 22nd at 4 p.m.