

The Coosa County Commission is accepting applications and resumes for a position as PAYROLL/HR/LIMITED ACCOUNTS PAYABLE in the Commission Office.

Minimum Educational/Experience Qualifications: An Associates degree from an accredited two-year college; two-year minimum work experience with computers in an office environment; two-year minimum payroll/HR experience including calculating/processing payroll, submitting federal/state taxes, maintaining personnel files, assist with workers compensation, knowledge of state/federal labor laws, FMLA, benefit administration.

Minimum General Knowledge Qualifications: Comprehensive reading skills for manuals, directives, procedures, and instruction; Writing skills to clearly and neatly complete routine forms and records; Math skills to perform basic calculations and generate complex spreadsheets for reporting; Verbal skills to effectively communicate with co-workers, Commission and public.

Minimum Ability Requirements: prioritize, multi-task, organization, work independently and unsupervised, pay diligence to deadlines, judgment for prudent decisions.

Applications are at the Coosa County Commission Office, 9709 US Highway 231, Rockford, Alabama, 35136. Applications must be received in the Commission office no later than 4:00 pm January 6, 2025. The Coosa County Commission is an Equal Opportunity Employer.

For more information call, 256-377-1350 or e-mail: amy.gilliland@coosacountyal.com