

ST. JOHN'S FIRE DISTRICT

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COLLEEN WALZ, Fire Chief

PAYROLL SPECIALIST Employment Opportunity

Payroll Specialist for St. John's Fire District located on John's Island, SC. This position would be responsible for processing bi-weekly payroll in the District-wide financial software, INCODE 10, tracking leave accruals, retirement reporting, and additional general and specialized payroll administration. This position would also be responsible for all federal (941's), state, and unemployment reporting related to payroll. The minimum requirement for the position is an Associate's degree in accounting, finance, or business administration and 3+ years of experience. Must have a strong knowledge of Microsoft Office, preferably in Excel. Governmental accounting experience and knowledge of shift schedules are preferred. St. John's Fire District offers a competitive salary, \$22.67/hour and an excellent benefit package. Send resume, cover letter, and salary requirements to Human Resources, hr@stjfd.org or Controller, ra.brown@stjfd.org. Deadline is March 13, 2017. EOE.