

CITY OF VIDOR

NOTICE OF JOB VACANCY

DEPARTMENT: **ADMINISTRATION**

*SALARY: **DOQ**

JOB TITLE: **PAYROLL/HR SPECIALIST**

**Beginning salary will be determined by experience, job knowledge, and qualifications.*

DATE TO BE FILLED: **POSITION OPEN UNTIL FILLED**

SUMMARY: Under the direct supervision of the City Manager; compiles payroll data to maintain payroll records; performs various clerical duties requiring considerable discretion and specialized knowledge; and does related work as required.

JOB DESCRIPTION AND QUALIFICATIONS:

- Ensures accurate and timely processing of payroll; issues and disburses payroll checks and direct deposit.
- Reconciles monthly insurance billing, payroll deductions, and COBRA payments.
- Prepares, maintains, and submits various payroll reports and/or deposits including payroll taxes, monthly TMRS reports and payments, and quarterly 941, TWC, and Multiple Worksite reports.
- Compiles, processes, and distributes annual W-2 and 1095-C forms.
- Posts job openings in accordance with the personnel policy.
- Prepares new hire packets and new employee files; schedules pre-employment physicals and drug screens; and maintains confidential results.
- Prepares and maintains employee leave accruals and records, including vacation, comp, and sick leave.
- Maintains payroll records for use in quarterly Emergency Management reports, and compiles data for reports necessary after natural disasters, such as hurricanes.
- Completes and submits all workers' compensation reports (Initial & Supplemental Reports of Injury, Wage Statements, etc.) to workers comp carrier.
- Prepares annual budget salary spreadsheet.
- Handles all duties and functions with a high degree of accuracy and attention to detail with a solid understanding of the confidential nature of the information being handled.

EDUCATION AND/OR EXPERIENCE: High School Diploma and two years' experience in related field preferred. Knowledge of Federal, State, and Municipal laws and procedures preferred.

Applications are available at City Hall or on the City's website (www.cityofvidor.com). To apply for the position, please submit a completed application, resume, and cover letter to City of Vidor, Attention: Personnel, 1395 North Main, Vidor, TX 77662 or vwatson@cityofvidor.com.