

## **POSITION VACANCY**

**APPLICATIONS WILL BE ACCEPTED FOR IN-HOUSE APPLICANTS  
BEGINNING JUNE 9, 2026, THROUGH JUNE 14, 2026.**

**APPLICATIONS FOR THE GENERAL PUBLIC WILL BE ACCEPTED  
BEGINNING JUNE 15, 2026, THROUGH AUGUST 9, 2026.**

**POSITION IS OPEN FOR 60 DAYS UNLESS FILLED PRIOR TO DEADLINE**

**On-line: <https://waynecounty.in.gov/jobs/index.php>**

**JOB TITLE: Payroll Clerk, #10225**

**Date Posted: June 9, 2026**  
**Department: Commissioners**  
**Hours: 40 hrs./week**  
**Salary: \$28.57 per hour**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Payroll Clerk for the Commissioner's Office, responsible for processing payroll and employee benefits for Wayne County Government.

### **DUTIES:**

Receives and audits payroll claims submitted by County offices on a bi-monthly basis for correct dollar amounts, appropriations, and dates according to County ordinances. Ensures payroll records comply with state and federal laws.

Enters payroll days into computer system, including making changes to employees' deductions, exemptions, and insurances. Balances payroll and reconciles with reports from computer.

Covers plat room for lunch or as needed.

Back up to bookkeeper.

Maintains accurate employee records, adding and/or deleting employees as needed.

Processes payroll for all departments and initiates payroll reports for the Auditor, Treasurer, and Commissioners.

Adds and deletes all employees from all insurance coverage.

Pays insurance premiums for health, vision, life, LTD, dental, and Future Funds.

Reports all retirements for County, Highway & Sheriff.

Communicates with Human Resources staff regarding employee benefit and personnel matters.

Prepares quarterly reports for PERF for County & Highway and reports for Sheriff Retirement.

Prepares year-end reports and compiles W-2 forms for employees according to IRS regulations.

Files W-3 with Federal Government. Files 941's quarterly. Reports monthly State withholding.

Enters new payroll figures and insurance figures into payroll system at beginning of each year.

Reports to state all child support withholdings.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or GED with previous payroll or office experience required.

Thorough knowledge and ability to interpret Federal Labor Standards Act (FLSA).

Working knowledge of standard office procedures, budgets, and standard payroll practices with the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of Standard English grammar, spelling, and pronunciation, and the ability to complete reports within department deadlines.

Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to provide public access to or maintain confidentiality of department information/records according to state requirements.

Ability to effectively communicate both orally and in writing with co-workers, other County departments, PERF, IRS, computer provider, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to operate standard office equipment, including computer, typewriter, calculator, fax machine, copier, and telephone.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute and perform arithmetic operations, such as preparing payroll.

Ability to compile, collate, and classify data.

Ability to file, post, and mail materials.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, often under time pressure.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to apply knowledge of people and locations.

Ability to plan and layout assigned work projects.

Ability to regularly work extended hours and occasionally work weekends and evenings, and travel out of town for seminars, sometimes overnight.

## **II. RESPONSIBILITY:**

Incumbent performs standard recurring duties with assignments guided by broad policies and/or general objectives. Incumbent receives general supervision with work priorities primarily determined by a flexible, customary routine and seasonal deadlines. Decisions are always determined by specific instructions or existing, well established policies and procedures. Work errors are primarily detected or prevented through standard bookkeeping checks and procedural safeguards. Undetected errors may result in loss of time to correct error.

## **III. PERSONAL WORK RELATIONSHIPS:**

Maintains frequent contact with co-workers, other County departments, PERF, IRS, computer provider, and the public for the purposes of exchanging information, explaining and interpreting policies and procedures, and/or presenting subject matter to others through explanation.

## **IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting and walking at will, sitting for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, bending, keyboarding, and hearing sounds/communication.

Incumbent is regularly required to work extended hours and occasionally required to work weekends and evenings.

Apply at: Wayne County Government  
Human Resources  
401 E. Main Street  
Richmond, IN 47374

ONLINE: <https://waynecounty.in.gov/jobs/index.php>

**WAYNE COUNTY GOVERNMENT IS  
AN EQUAL OPPORTUNITY EMPLOYER**