

City of Gaffney



Job Posting Part Time HR/Payroll Clerk

The City of Gaffney is seeking qualified applicants.

General Duties:

- Process payroll and maintain City personnel files
- Reconcile monthly insurance bills with employee deductions
- Assist HR Director with all aspects of personnel administration

Desired Qualifications:

- College degree in business administration, accounting, finance or closely related field or any equivalent combination of education and experience
- Two (2) years of experience in relevant administrative role
- Proficient in Microsoft Office and ability to use various software

Salary and Benefits:

- Salary based on qualifications and applicable certifications.

If additional information is needed, please contact ddyer@cityofgaffney-sc.gov.

Applications can be obtained online @ <http://getintogaffney.com/employment-application-form> or at Gaffney City Hall, 2nd Floor. You may attach any additional certifications.

The application must be completed in full and submitted in person or via mail to:

Gaffney City Hall, Second Floor
201 N. Limestone Street, Gaffney, SC 29340
P.O. Box 2109, Gaffney, SC 29342 (mailing)

Applications must be submitted by October 13, 2017 @ 5:00 p.m.

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER