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POSITION VACANCY ANNOUNCEMENT

City of Seguin

"An Affirmative Action/Equal Opportunity Employer"

\$\$\$PAYROLL/BENEFITS COORDINATOR #1484 11/14/2016

Under the direction of the Human Resource Director, the Payroll/Benefits Coordinator completes payroll processing and benefits administration for the City in accordance with applicable laws and policies. Duties include maintaining accurate payroll data for new and existing employees; processing payroll; administration of timekeeping and reporting system; training of supervisors and employees on payroll system and benefits; administration of benefit programs to include enrollment, annual open enrollment, and compliance with ACA and COBRA regulations; and reporting on payroll and benefit data. Position requires a minimum of five years of experience in Human Resources with three of those years specifically working in payroll and benefit administration; proficiency with Microsoft Word and Excel and knowledge of basic accounting principles. Prefer candidate with an Associate's degree in business and experience processing payroll using InCode version 10 with Employee Self Service timekeeping system.

Successful candidates will have: knowledge of federal and state laws governing benefit administration and wage and hour practices; demonstrated ability to pay attention to detail and maintain confidentiality, and a willingness and ability to provide outstanding customer service to City employees. This is a non-exempt position with the starting rate of pay in the range of \$18.19 - \$20.91/hour, dependent upon qualifications. Applications accepted by the Human Resource Department, City Hall, 205 N. River, Seguin, TX 78155, 830-401-2473. Position open until filled. www.seguintexas.gov AA/EOE