



Don Barbee, Jr.

Clerk of Circuit Court & Comptroller - Hernando County
20 N. Main Street, Brooksville, FL 34601 - (352) 754-4201

Job Number 2015-02

Posted: 6/8/15

Closes: 6/29/15

PAYROLL PROFESSIONAL WANTED!

- Do you have at least 3-5 years of payroll experience?
 - Maybe even some government payroll experience?
- Do you have a high school diploma or maybe even your college degree?
- Would you like to work right here in beautiful downtown Brooksville?

If you answered yes to all three of these questions then please consider applying to join our amazing team here at the Clerk's Office.

- Starting salary is expected to be between \$27,000 - \$35,000 depending upon experience and education.
- Great benefits including medical, dental, life, disability, Florida Retirement System, and paid time off.
- Some of the tasks that the selected candidate will perform include:
 - Audit and process bi-weekly payroll for employees of Hernando County, the Clerk of Court and Comptroller, and the Supervisor of Elections
 - Prepare quarterly payroll tax returns
 - Prepare and submit monthly reports for the Florida Retirement System
 - Review for accuracy and completeness the payroll, taxes, insurance and other distributions related to the payroll process.
 - Ensure accuracy of payroll in the timekeeping software and make adjustments as necessary.
 - Prepare payroll-related account reconciliations as required.

Our mission is to provide unmatched customer service here at the Office of the Clerk and Comptroller. Interested in being a part of our highly motivated and professional team?

APPLY NOW at www.hernandoclerk.com (select "Administration," "Human Resources," "Job Applicant Center") or call (352) 754-4970 with any questions.

The Clerk of Circuit Court is an Equal Opportunity Employer.

***Employment preference is given to applicants who do not use a tobacco product(s). ***