

Washington County

Payroll Specialist

Implement and support the management decisions of the Commissioners' Court related to the Human Resources (HR) function of Washington County. Responsible for producing an accurate and timely bi-weekly payroll, updating taxes, benefit rates, and employee deductions with little to no supervision. Audit, correct, and file employee time records. Establish, maintain and disseminate employee benefit information upon hire, exit and open enrollment. Reconcile salary deductions and contributions to be submitted for employee benefit providers. Other associated duties as assigned or necessary in fulfilling the position requirements.

Minimum Qualifications: Two years of successful experience in a payroll environment or equivalent education and experience. High school graduate or graduate equivalent.

Preferred Qualifications: Bachelor's degree in Business, Human Resources, or a related field. Experience in a county governmental entity or similar setting. Proven history of successful interaction with diverse populations.

APPLICATIONS ARE AVAILABLE AT AND RETURNABLE TO

Human Resources Office
Washington County Annex Building
105 W. Main, Suite 101 • Brenham, TX

Email: hr@wacounty.com www.co.washington.tx.us/

Equal Opportunity Employer