

**EMPLOYMENT OPPORTUNITY
HUMAN RESOURCE DIRECTOR**

City of Vidalia is accepting applications for a Human Resource Director.

Purpose: Responsible for coordinating Human Resource duties and payroll functions.

Desired Minimum Qualifications:

- A. High school diploma or equivalent required
- B. Four (4) years or more of related experience required
- C. Experience and/or training that includes Human Resource work, payroll processing, office administration, and light accounts payable work is preferred.
- D. Must possess a valid State driver's license or have ability to obtain one prior to employment
- E. Be able to pass city requirements for background check

Position shall be full-time with excellent benefits. If interested, contact Shikima Johnson, HR Director at City Hall 912-537-7661 for a full job description and application or visit our website at www.vidaliaga.gov. Applications will be accepted through **December 9, 2022 until 5:00 p.m.** or until filled.

The City of Vidalia is committed to providing all persons with equal access to its services, programs, activities, education and employment regardless of race, color, national origin, religion, sex, familial status, disability or age.



Payroll/Human Resources Coordinator

Finance

FIN/2

JOB SUMMARY

This position coordinates city human resources and payroll functions.

MAJOR DUTIES

1. Compiles and maintains payroll records.
2. Calculates, enters, and processes payroll.
3. Updates payroll records by entering changes in exemptions and insurance coverage.
4. Pays payroll taxes.
5. Processes retirement paperwork.
6. Open vacant positions with the Department of Labor.
7. Prepares and processes payroll deductions.
8. Prepares and processes quarterly reports.
9. On-boards new employees.
10. Processes E-Verify documentation for new employees.
11. Prepares and processes W-2s.
12. Resolves payroll discrepancies.
13. Provides payroll information.
14. Prepares information for auditors.
15. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of city personnel policies and procedures.
2. Knowledge of state and federal employment laws.
3. Knowledge of city payroll processes.
4. Skill in the operation of a computer and job-related software programs.
5. Skill in report preparation and maintenance of records.
6. Skill in public and interpersonal relations.
7. Skill in oral and written communication.

SUPERVISORY CONTROLS

The City Clerk/Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include state and federal employment laws and city personnel policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied payroll and human resources coordination duties. The necessity of prioritizing multiple activities contributes to the complexity of the position.
- The purpose of this position is to coordinate city payroll and HR functions. Successful performance ensures the efficiency and effectiveness of those functions.

CONTACTS

- Contacts are typically with co-workers, other city personnel, and members of the general public.
- Contacts are typically to give or exchange information, provide services, and resolve problems.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, or walking. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Baccalaureate degree in a course of study related to the occupational field required.
- More than two years of related experienced required.