

NOW HIRING

PAYROLL TECHNICIAN



The City of Cedar Falls is seeking qualified candidates for a **Payroll Technician** to perform a variety of technical and analytical duties involved in the administration of the City's compensation and human resource programs including but not limited to payroll policies, procedures, and processing, benefit and compensation administration and legal compliance, human resource management policies, procedures, and programs, and data entry within accounts payable, billing and collections, and responding to related requests for information. This individual typically provides technical and administrative assistance to the Controller/City Treasurer and/or other Finance and Business Operations Staff.

Candidates must have at least two years of increasingly responsible experience in payroll services, finance, human resource management, or a related field. Additionally, candidates must have an associate's degree from an accredited college or university with major course work in finance, accounting, human resources, business, public administration, or a related field, and a valid driver's license and good driving record.

Candidates meeting the above minimum qualifications and that have submitted the required application materials outlined below will complete a position-related questionnaire for Civil Service testing requirements. Upon a conditional offer of employment, successful completion of a post-offer, pre-employment background, physical, and drug screen will also be required. The expected employment offer will be in the \$29.711 – \$32.00 range, depending on qualifications.

For consideration, apply online at www.cedarfalls.com/jobs (preferred), obtain an application from the above link or Cedar Falls City Hall and submit to jobs@cedarfalls.com or mail/deliver to: City of Cedar Falls, Finance & Business Operations Dept., Attn: Payroll Technician, 220 Clay Street, Cedar Falls, IA 50613. Proof of education or transcript copy, and relevant certifications or licensures are strongly encouraged at the time of application to determine if minimum qualifications are met and required before Civil Service testing is completed. Submission of a resume and cover letter with salary expectations are also encouraged. Deadline for materials is Tuesday, May 12th at 12:00 p.m./Noon

EQUAL OPPORTUNITY EMPLOYER

