

HELP WANTED - Parke County Units of Government is accepting applications for full time Payroll/HR Deputy position in the Auditor's Office at the Rockville Courthouse. Necessary qualification and previous experience required:

- Working knowledge and payroll experience.
- Strong knowledge of federal and state regulations.
- Strong PC skills including proficiency in Excel.
- Ability to deal sensitively with confidential material.
- Decision-making, problem-solving, and analytical skills.
- Organizational, multi-tasking, and prioritizing skills.
- Manage workflow to ensure all payroll transactions are processed accurately and timely.
- Reconcile payroll prior to transmission and validate confirmed reports.

Applications may be picked up in Auditor's Office and will be accepted until 4 p.m. on Friday, February 8th, 2019.