

Part-Time Payroll Clerk:

The City of Avon is seeking a Part-Time Payroll Clerk to perform administrative and routine tasks in order to process the City payroll including all related deductions, contributions, and other payments. The ideal candidate will have completed secondary education (high school or GED), supplemented by courses in computer operations, general accounting, and office practices and procedures. Proficiency in Microsoft Office, particularly Excel, Outlook, and Word are required. Three (3) years of general accounting and payroll experience is preferred. All necessary pre-employment screenings must be successfully passed, which include a BCI background check. Candidates must be able to work 25-28 hours per week. Online applications with a cover letter and resume must be submitted to City of Avon via www.cityofavon.com/employment. Applications will be accepted until the position is filled. EOE/AA