

JOB ANNOUNCEMENT

Title: Human Resource / Payroll Manager

Positions: 1 full-time

Dept: DeKalb County Commission

Job Summary:

Under the direction of the County Administrator, the employee is responsible for preparing and processing bi-weekly and semi-monthly payroll. This would include collection of timesheets, maintaining sick and annual leave balances, preparing direct deposit reports, preparation of payroll reports, and maintaining annual step and/or COLA raises for employees.

It would also include maintaining the master personnel file for each employee, including setting up payroll deductions and match for benefits and paying each employees' retirement through the RSA portal. The employee would be responsible for meeting with employees periodically to assist with personnel and/or benefit issues and working cooperatively with the Benefits Manager to ensure benefits for employees are properly accounted for.

Employee would also be responsible for various reports/forms, including 941 and W2 Forms as well as EEO, Worker's Comp, and labor reports, etc.

Qualifications:

Must have a high school diploma with business related course work and at least two years payroll and benefit experience or related field or two years of college with emphasis on business and accounting or related courses.

Benefits:

State Retirement System
Health, Dental & Life Insurance
13 Holidays per year
Vacation and Sick Leave

Grade 9, depending on experience

Application Closing Date: August 26, 2025

Direct Applications to:

DeKalb County Commission

Suite 200 Activities Building

111 Grand Ave. SW

Fort Payne, AL 35967

Matt Sharp at 256-845-8500 or email msharp@dekalbcountyal.us for questions.