**Job Title: Payroll Clerk / HR Assistant**

**Location:** Baldwin County Board of Commissioners  
**Department:** Human Resources  
**Reports to:** HR Director   
**Job Type:** Full-time

**Job Summary:**

The **Payroll Clerk/HR Assistant** is responsible for assisting with payroll processing and supporting human resources functions. This role ensures accurate and timely payroll administration while maintaining employee records and assisting with HR tasks such as recruitment, benefits administration, and compliance.

**Key Responsibilities:**

**Payroll Responsibilities:**

* Process payroll data, including hours worked, overtime, deductions, and bonuses.
* Verify timesheets and attendance records for accuracy.
* Maintain payroll records and ensure compliance with company policies and labor laws.
* Assist employees with payroll-related inquiries and resolve discrepancies.
* Prepare payroll reports and assist in audits.
* Ensure proper tax filings and compliance with wage laws.

**HR Assistant Responsibilities:**

* Maintain and update employee records, including contracts, personal details, and job history.
* Assist with recruitment by posting job openings, scheduling interviews, and conducting background checks.
* Support new employee onboarding and orientation.
* Help administer employee benefits, such as health insurance and retirement plans.
* Ensure compliance with labor laws and company policies.
* Address employee inquiries regarding HR policies and procedures.
* Assist in organizing training and development programs.
* Maintain confidentiality of employee records and sensitive HR information.

**Qualifications & Skills:**

* High school diploma or equivalent
* Required: Associate’s or Bachelor's degree in HR, Accounting, or related field preferred
* Previous experience in payroll, and or Human Resources.
* Knowledge of payroll software and HRIS systems
* Strong attention to detail and accuracy.
* Good understanding of labor laws, payroll regulations, and tax guidelines.
* Excellent organizational and time-management skills.
* Strong communication and interpersonal abilities.
* Proficiency in Microsoft Office (Excel, Word, Outlook).
* Ability to handle confidential information with discretion.

**Work Environment:**

* Office setting, occasional interaction with employees across departments.
* May require extended hours during payroll processing periods

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