



ATASCOSA COUNTY PAYROLL CLERK

POSITION SUMMARY:

The Payroll Clerk performs administrative and technical work related to processing payroll for county employees. This position is responsible for maintaining payroll records, reviewing timekeeping data, processing payroll transactions, ensuring compliance with applicable laws and county policies, and providing excellent customer service to employees regarding payroll-related matters.

COMPENSATION: \$41,600-\$45,760, depending on experience

Applications to be submitted to the County HR Department at kfournier@co.atascosa.tx.us

Applications Close: July 24, 2026, or until filled.

ESSENTIAL FUNCTIONS:

- Process bi-weekly payroll for county employees in accordance with established schedules and procedures.
- Review timesheets, leave requests, compensatory time, overtime, and payroll adjustment forms for accuracy and completeness.
- Audit TimeClock Plus (TCP) records and reconcile discrepancies prior to payroll processing.
- Maintain employee payroll records, deductions, direct deposits, tax withholding forms, and benefit elections.
- Enter new hires, employee status changes, pay rate adjustments, and terminations into payroll systems.
- Prepare and distribute payroll reports for management, auditors, and department heads.
- Respond to employee inquiries regarding paychecks, leave balances, deductions, and payroll policies.
- Assist with administration of employee benefits deductions and retirement contributions.
- Reconcile payroll-related accounts and prepare supporting documentation for audits.
- Ensure compliance with federal, state, and county payroll regulations, including Fair Labor Standards Act (FLSA) requirements.
- Maintain confidentiality of employee and payroll information.
- Assist with year-end payroll activities, including W-2 processing and reporting.
- Coordinate with Human Resources and Finance staff to resolve payroll issues and discrepancies.
- Prepare and maintain payroll procedures, forms, and records retention requirements.
- Assist with special projects and perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of payroll principles, practices, and procedures.
- Knowledge of federal and state payroll tax regulations and wage laws.
- Knowledge of timekeeping systems and payroll software.
- Proficiency in Microsoft Office, particularly Excel.
- Ability to analyze payroll data and identify discrepancies.
- Ability to maintain strict confidentiality.
- Strong organizational and time management skills.
- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships with employees, elected officials, department heads, and the public.

MINIMUM QUALIFICATIONS:

- High school diploma or GED required.
- Associate degree in Accounting, Business Administration, Human Resources, or a related field preferred.
- Minimum of two (2) years of payroll, accounting, bookkeeping, or related administrative experience.
- Experience with payroll processing software and electronic timekeeping systems preferred.
- Valid Texas Driver's License.
- Ability to pass a background check.
- Ability to pass a physical screening, drug, and alcohol test

PHYSICAL:

- Ability to sit for extended periods while working on a computer.
- Ability to lift up to 20 pounds occasionally.
- Ability to perform repetitive hand and finger movements associated with computer use.