

CITY OF NATCHITOCHEES
JOB OPPORTUNITY

POSITION: Payroll Clerk - Finance Department

DESCRIPTION: Performs routine clerical, bookkeeping, accounting and administrative work in administering the payroll of the City of Natchitoches. Prepares bi-weekly payroll for all City Departments, prepares W-2 reports for year end, monthly retirement reports, quarterly reports, monthly invoices for retiree benefits, and may serve as back up to other clerical positions in the Finance Department.

QUALIFICATIONS: The successful applicant shall have 2 years of college in a business related field and 2 years of payroll processing experience or any equivalent combination of education and experience.

CONTACT: City of Natchitoches, Human Resources Department located At 1400 Sabine Street or P.O. Box 37, Natchitoches, LA 71458-0037. Applications may also be picked up upstairs at City Hall located at 700 Second St., or you can download an application on line at www.natchitochesla.gov

DEADLINE FOR APPLICATIONS: Applications will be accepted through:
May 11, 2022

THE CITY OF NATCHITOCHEES IS AN EQUAL OPPORTUNITY EMPLOYER.