

Job Posting

Position: Payroll Clerk

Location: Bowie County Auditor's Office, New Boston, TX

Responsibilities: Maintaining payroll information by collating, calculating, and entering data. Updating payroll information by entering any changes to employee information and benefits. Preparing reports that include summaries of earnings, tax deductions, and leave. Maintaining employee personnel files, insurance and all payroll operations according to Bowie County policy. Other duties as assigned.

Qualifications: Must possess a high school diploma or equivalent. Must be able to operate a personal computer and associated software including Microsoft Excel and Word. Payroll experience required.

Applications are online at co.bowie.tx.us under the Employment Opportunities tab. Applications and resumes can be emailed to payroll@bowiecounty.org or you may turn them in to the Bowie County Auditor located at the Bowie County Courthouse, 710 James Bowie Drive, New Boston, TX 75570.