



May 1, 2021

**\*\*\*\*\*Job Announcement\*\*\*\*\***

**Position:**           Fiscal Clerk

**Component:**       Administrative/Fiscal Department

**Qualification/Responsibilities:**

Associates degree in accounting or related field, with two to four years of related accounting experience and/or training. Responsible for processing of all agency payroll via ADP Workforce, by obtaining payroll information from timesheets and other payroll documents. Maintaining Paid Time Off (PTO) in ADP as well as making necessary changes. Processing new hire paperwork, entering new Benefit payroll deductions, and entering child support deductions or garnishments. Maintaining and organize payroll related Fiscal and Human Resources files and documentation. Assisting Grants Accountant/Fiscal Officer and the General Ledger Accountant in preparation of the annual compliance and financial audit and program monitoring. Processing allowable In-Kind (non Federal Match) submitted from Agency departments for review and submission. Assist Grants Accountant/Fiscal Officer, General Ledger Accountant and Human Resources with special projects and programs when needed or assigned. Attend staff meetings and any trainings or relevant meetings as required.

**Benefits:**       Regular full time exempt employees are currently eligible for medical, dental and life insurance; paid holidays and paid time off (PTO).

**Annual Salary:**   \$15.90 – \$21.90 (Hourly Salary Range)

**Pre-Employment Requirements:**   Background Check, Substance Abuse Testing and References Required

RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.  
1000 MAIN STREET, P. O. BOX 1808  
FOREST PARK, GEORGIA 30289-1808

*"Equal Opportunity Employer"*