

XYZ WELDING SUPPLY

Notice Of Job Opening

Job Title: Payroll Specialist
Department: Accounting

Reports To: Accounting Manager
Job Grade: 8

Main Job Duties:

The incumbent will collect employee timecards, process work hours and ensure correct earnings calculations. Prepare necessary payroll reports and resolve employee payroll problems.

Education/ Experience Requirements:

- High School graduate - business course emphasis preferred.
- 2-4 years prior bookkeeping, accounting or related experience. Prior exposure to personal computer applications required.
- Qualified candidates must have an ability to meet job deadlines and work effectively with all levels of employees.

Final Date To Apply For This Opening: 6/1/00

Interested employees must contact the Human Resource Administrator by the above date indicating their interest in the posted job opening.