

Tucson's paratransit agency since 1987!



PAYROLL TECHNICIAN

OPENING DATE:	June 19, 2018
CLOSING DATE:	Open until filled
SALARY:	\$13.88 per hour

QUALIFICATIONS:

Applicants must have at least one to three years of applicable experience related to job duties. Must possess working knowledge of ADP or other payroll software, Microsoft Office, Word, Excel and demonstrated customer service skills.

MAJOR FUNCTIONS:

The Payroll Technician insures the accuracy of payroll hours, including time clock edits, and wages to process a weekly payroll for 245 employees through use of a payroll service. This position is also responsible for processing all accounts payables, maintaining payable files and interacting with vendors and employees to resolve any problems or discrepancies.

BENEFITS:

Benefits include health care coverage, vacation, sick leave, paid holidays, and a retirement plan.

TO APPLY:

Applications and/or resumes are accepted at Sun Van, 3401 E. Ajo Way, Tucson AZ, 85713, from 8:00 a.m. to 3:00 p.m. Monday through Friday. Fax number (520) 884-5382 or e-mail it to danny.bennett@tucsonaz.gov. No phone calls please.

If selected for a position, Sun Van requires a background investigation in all federal, state, county and city justice courts, a pre-employment drug screen and a pre-employment DOT physical.



We are an Equal Opportunity/Reasonable Accommodation Employer