



CENTENNIAL
WATER AND SANITATION DISTRICT

Position Announcement Payroll Assistant

Centennial Water and Sanitation District is currently accepting applications for a part-time Payroll Assistant position. Applicants must have a strong desire to work in a great team environment, be reliable and maintain employee confidentiality.

This position works 20 hours per week, Monday and Tuesday, 8:00 a.m. to 5:00 p.m. and Wednesday 8:00 a.m. to 12:00 p.m. On occasion will need to work Sundays/holidays to meet payroll processing schedules.

Duties include weekly computing and disbursing of wages and salaries, deductions, taxes and other withholdings. Reviews each workers earnings based on electronic time sheets in an automated ADP payroll system. Verify time off requests adhere to District policy. Other responsibilities include various year-end P/R reconciliations and miscellaneous accounting duties.

Applicants must have a high school diploma or GED equivalent, one to two years of payroll experience and a general knowledge of accounting. A working knowledge of Microsoft Excel and Word is required. Applicants must be accurate, detail oriented, have the ability to meet deadlines and provide excellent customer service.

Minimum starting salary is \$19.73 per hour. Excellent benefits are included.

Pre-employment drug screening will be performed.

To apply for this position, please click [HERE](#)

Applications will be accepted until the position has been filled.

Job Posting No. 2020-022

June 26, 2020