

JOB OPPORTUNITY

The Wood County Clerk's Office has a full time position available in the Finance Department.
Monday thru Friday, 8:30 am – 4:30 pm

- Process Payroll for County Employees
- Process New Employees/Retirements
- Pay Bills/Invoices on a Weekly Basis
- Process W-2's and 1099's
- Process Quarterly Payroll Reports – 941 Report, Unemployed Report, Workers' Compensation
- Enter Budget in Budgetary System and submit Budget to Charleston
- Process Budget Revisions & Expenditure Revisions
- Process Accounts Receivable and Payable
- Reconcile County Clerk's Records to Tax Office Records once a month
- Process Various Memos and Reports
- Reconciliation of 3 checkbooks
- Assist in Paying Poll Workers with Voter Registration Office
- Interact and answer questions for all County Employees regarding Open Enrollment for Insurance or any payroll changes or deductions

Requirements:

- Wood County Resident and Registered Voter
- Formally Typing 40-50 WPM
- Must be able to lift 25 lbs.
- Accounting/Financial experience preferred

Please drop off, mail or email resume to:

Barbara Johnston
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304.424.1850
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