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TRANSFER / EMPLOYMENT NOTICE

In compliance with the Guadalupe County Personnel Policy, it is mandatory that all Departments Heads post this notice for five (5) working days, beginning January 15, 2026.

Guadalupe County Treasurer's Office is seeking a full-time position as a Payroll Coordinator. Starting pay range is \$24.59 to \$25.82 hourly depending on experience. Benefits include Medical Insurance, Paid Holidays, Vacation, Sick Leave and Retirement.

Applicants must have 1 to 2 years' previous payroll and accounting experience. Must have a high school diploma or its equivalent; degree or college hours are preferred but not required.

POSITION SUMMARY

The Payroll Coordinator assists the Payroll Administrator with the administration of the day-to-day operations of the payroll functions and duties. The Payroll Coordinator carries out responsibilities in some or all of the following functional areas: payroll entry and processing, payroll records retention, and payroll reporting. This position is responsible for reviewing records, resolving problems, and overseeing proper maintenance of employee payroll records.

Applicants must have the ability to recognize and address accounting and payroll issues; ability to follow written and verbal instructions; to perform multiple tasks while maintaining accuracy and critical attention to detail, and exercise independent judgement as well as computer skills.

Applications are required with transfer notice (resume may be attached) or may be obtained and completed online at www.guadalupetx.gov or picked up and returned to the Guadalupe County Treasurer's Office at the above address.

Guadalupe County is an equal opportunity employer and does not discriminate based on race, color, national origin, sex, religion, age and handicapped status in employment or the provision of services.