



CLEAR HILLS COUNTY

Employment Opportunity

Payroll Clerk

(Full Time Position)

Clear Hills County is seeking a Payroll Clerk whose duties include payroll preparation, benefit administration, government reporting and remittances, month end reporting and other general accounting and administrative functions. Experience in these areas would be a definite asset. Computer and organizational skills are a must.

Applications will be accepted until a suitable candidate is found.

Submit applications to:

Lori Jobson, Corporate Services Manager
Clear Hills County
Box 240
Worsley, Alberta T0H 3W0
Email: lori@clearhillscounty.ab.ca

All applicants are thanked for their interest. Only those invited for an interview will be contacted.