



Coastal Bend COLLEGE

Coastal Bend College is accepting applications for a full-time
PAYROLL COORDINATOR

Location: Beeville

Salary: \$40,000/year

Begins: July 17, 2017

Application Deadline: July 3, 2017

Function:

The Payroll Coordinator serves all CBC sites, coordinating the inputting of all time necessary for payroll, absentee reports, etc., and ensuring that payroll is processed in a timely fashion, meeting established deadlines.

Experience and Education:

Associate's degree in accounting, office occupations, business technology or a related field.

Three (3) years' office work experience required. Must have effective computer skills, oral and written communication skills, and the ability to establish and maintain effective working relationships and advanced knowledge and work experience using the Microsoft Office Suite. Experience with payroll functions preferred. Knowledge of POISE software preferred.

Coastal Bend College does not discriminate on the basis of race, creed, color, national origin, gender, age or disability.

In order to be considered for this position, your application packet must include the following:

1. A CBC [Classified Application](#) for employment, completed in its entirety
2. Resume with cover letter (optional)
3. Copies of all required licenses, if applicable
4. Copies of transcripts from all institutions attended