



The City of Isle of Palms is accepting applications for the position of
Payroll and Human Resources Officer.

The Payroll and Human Resources Officer works under the supervision of the City Administrator. Essential functions include payroll processes and coordination of all human resources activities for the City.

Applicants must have demonstrated knowledge of office procedures, EXCEL and WORD software and accounting techniques. Applicants must have the ability to communicate effectively and appropriately with employees, elected officials, tax officials and benefit providers; ability to communicate clearly, both orally and in writing and the ability to maintain confidential information. Applicants must have demonstrated knowledge of policies and practices of public personnel administration and application of state and federal employment law. Applicants must also have demonstrated knowledge of IRS and SC State personnel and payroll reporting requirements, rules and regulations.

The starting salary for the position: \$49,993 to mid-point of 62,493.

Interested candidates should submit completed official City of Isle of Palms application along with a resume to:

City Hall, Attn: Human Resources
PO Box 508
Isle of Palms, South Carolina 29451.

Information and a link to the printable or on-line application may be located at:

www.iop.net/employment

This Position Will Remain Open Until Filled

All prospective employees must pass a background check and drug screen and must possess a valid South Carolina driver's license.

The City of Isle of Palms is an Equal Opportunity Employer.