

NOTICE OF EMPLOYMENT OPPORTUNITY
GREENE COUNTY AMBULANCE SERVICE PAYROLL CLERK

The Greene County Ambulance Service seeks to hire a full-time Payroll Clerk. Incumbent is responsible for managing payroll processes, maintaining personnel records, and assisting with various administrative tasks. This role includes handling inquiries, ensuring accurate financial reporting, managing the monthly schedule and ensuring accurate billing and compliance with relevant regulations. The role requires a high level of organization, attention to detail, and effective communication skills to support the operational needs of the department. The work schedule is M-F from 8:00 a.m. to 4:00 p.m. (35-hour work week). The work location for this position is 1133 N 975 W, Linton, Indiana. Interested persons should request a job application by contacting the Greene County Ambulance Service Director David Simpson at (812) 826-3824; via email to EMSdirector@co.greene.in.us; or under Employment Opportunities on the county's website, www.co.greene.in.us. Both resume and job application must be received by the Greene County Ambulance Service Director, no later than 4:00 PM on Monday, February 2, 2026.

The successful candidate will, *among other qualifications*, satisfy the following:

- High school diploma or GED with previous related work experience.
- Valid Indiana driver's license and demonstrated safe driving record.
- Ability to meet all hiring requirements, including passage of a background check.
- Assist with the completion of pre-authorizations and verify insurance.
- Collaborate with other departments to gather necessary information for payroll processing and billing, addressing any issues promptly.
- Accurately prepare and process bi-weekly payroll ensuring correct calculation of employee hours, overtime and deductions.
- Authorize and verify employee time records, addressing any discrepancies and ensuring compliance with policies and procedures.
- Update and maintain employee files, ensuring all payroll related documentation is complete and compliant.
- Regularly review and confirm billing information, ensuring accuracy before submitting claims.
- Prepare with accuracy, monthly reports on billing activities.
- Prepare and submit monthly reports detailing payroll activities, billing performances, and any outstanding claims.
- Maintain accurate records of invoices and reconcile accounts.
- Monitor and manage accounts related to all claims.
- Prepare, collect, and deposit payments.
- Create and manage the monthly work schedule for the department staff.
- Ensure adequate staffing levels to meet operational needs.
- Communicate schedule changes to relevant personnel.
- Maintain confidentiality and security of department records and information.
- Maintain organized records of employee's files, certifications, and training, ensuring compliance with auditing requirements.
- Provide monthly financial reports to the director.
- Compile and submit necessary reports as required by the department.
- Provide support to new employees regarding payroll procedures and policies.
- Manage and order office supplies as needed, ensuring the office is adequately stocked.
- Proficiency in Microsoft Office Suite.
- Excellent communication skills, both verbal and written, with the ability to interact professionally with staff and the public.
- Ability to handle sensitive information with confidentiality and discretion.

2026 County salary ordinance fixes the compensation for this position at \$23.95 per hour, 35 hours/week.

GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.