

City of Lake Station Clerk Treasurer's Office



Our office is currently looking for a Full Time Clerk for the following positions:

Payroll Clerk:

- Prepare Bi-weekly payroll journal entries for all employees
- Manage different payroll related audits, perform year end duties, generate various payroll reports
- Knowledge of Boyce Systems-Keystone software preferred
- 1+ year of previous Payroll experience
- Proficient in Excel, Microsoft Office.
- Must be able to manage and maintain confidentiality of personnel, payroll, according to federal, state, and local laws.

Accounts Payable Clerk:

- Process payables from multiple departments
- Maintain Vendor master files, inputting vendor information, perform year end duties
- Knowledge of Boyce Systems-Keystone software preferred
- 1+ year of previous Accounts payable experience

Pay based on experience and position:

- 15 paid Holidays, and weekends off
- Pension
- Health/Dental insurance plans available after 60 days of employment

You can visit www.lakestation-in.gov and click on the Department tab at the top and then click Employment. Complete the application and send along with your resume by email to abyers@lakestation-in.gov OR bsamuels@lakestation-in.gov