**Boundary County**

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date amended	7/6/2026	PAGE:	1
POSTING DATE-COUNTY:		7/13/2026	
POSTING DATE-PUBLIC:		7/13/2026	
CLOSING DATE:		7/31/2026	

NOTICE OF POSITION VACANCY**JOB TITLE:** Payroll Deputy Clerk**DEPARTMENT:** Clerk/Auditor

JOB CODE # clk10	GRADE 12 to 13	Immediate Supervisor	Clerk/Auditor/Recorder
		Overall Supervisor	Clerk/Auditor/Recorder

POSITION TYPE: FULLTIME**STARTING WAGE:** 21.98-22.98**JOB SUMMARY**

Performs the duties of Payroll Clerk, process complex financial balancing and election-related systems, ensure compliance with federal, state, and county regulations, using modern financial management software, electronic and paper record systems, payroll and human resource information systems, election management databases, and other technology platforms to ensure efficient, accurate and transparent county operations and serving the public in all matters related to the office of Clerk/Auditor/Recorder. All other duties as assigned.

POSITION FUNCTIONS

Administer payroll processing through county specific payroll and human resources information systems. Responsible for all payroll reporting, Federal and state tax deposits, quarterly and annual reporting, w-2 tax statements, ACA compliance reports, unemployment reporting, and various employment verification requests.

Maintains employee payroll records, compensation data, leave balances, and benefit deductions.

Ensures compliance with federal and state wage and hour laws, payroll tax regulations, and reporting requirements.

Coordinates employee benefits administration including health insurance, retirement programs, & voluntary benefit plans.

Serves as liaison between employees & benefit providers to resolve enrollment, claims, billing, and eligibility issues.

Produces payroll reports, labor distribution reports, and workforce analytics as required.

provides onboarding information to new employees related to payroll and benefits.

Assist Personnel Director with employee issues and fill in for the Personnel Director as directed.

Maintain confidentiality of personnel information

Works closely with elected officials and department heads concerning personnel documents and files.

Maintain filing system for personnel documentation

Ability to conduct credentialing for license verification requirements

Implements resolution changes to the current budget as directed by Clerk and BOCC.

Reconcile & balance property tax financial accounts with the Treasurer reports monthly, quarterly & annually.

Conduct journal entries as needed or as directed.

Maintain compliance with the FMCSA (federal motor Carrier Safety Administration) for CDL drivers.

Oversee random drug testing program for employees

Process 1099 uploads to the Federal and State entities.

Ensure compliance of unclaimed properties with Idaho state.

Administer sales tax compliance & distribution with City & State for the county departments quarterly.

Complies with Generally Accepted Accounting Principles, state statutes, and county financial policies.

Willingness to cross train with other positions within the Clerk's office.

Must pass and maintain licensure as a Passport agent annually with the U.S. Department of State.

Register as a Notary Public with the state of Idaho, maintain the certification, & perform Notary duties.

Assist the public with marriage license applications & maintain Idaho state standards of implementation.
Perform recording duties as needed including producing documents for the public as requested.
Will use a cash till for various expenses performed at the counter and must have the ability to process the fees and give change as needed.
Provide exceptional customer service for all aspects of the Auditors duties including in-person, telephone, email and digital communications
Protect confidential, sensitive & personally identifiable information in accordance with applicable laws & policies.
Assist with public record requests & promote transparency in government operation following protocol.
Filing and record keeping of all county personnel records
All other duties as assigned.

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

High School diploma or equivalent.
Associates degree in accounting, business administration or related field, 2 years experience in payroll, government finance, accounting or public administration or an equivalent combination of education and/or experience.
Valid Driver's License
Preferred Qualifications:
Elections experience
public administration
Experience working in local government finance
Experience with public sector or governmental payroll processing and implementation.
CPA or bookkeeping experience

TYPICALLY WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Primarily office environment. Must be willing to work overtime as needed.
Frequent computer use.
Occasional travel for training, meetings, or grant-related activities.
Ability to sit, stand, and lift up to 30 pounds occasionally.

TYPICAL WORK HOURS

40 hours per week. Monday through Friday or as needed

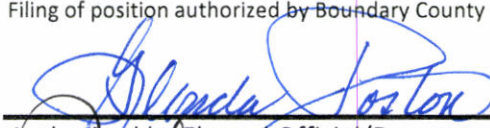
DISCLAIMER

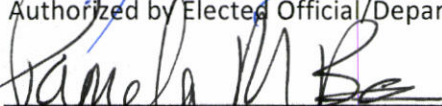
To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submit application to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

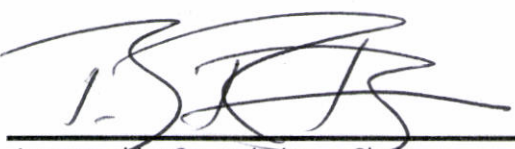
All applications must be submitted on a Boundary County application form.

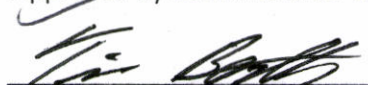
Filing of position authorized by Boundary County Commissioners


Authorized by Elected Official/Department Head


Verified by Personnel Director

07/13/2026
Date


Approved by Commissioner Chair


Approved by Commissioner

Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not discriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.