

HELP WANTED – PAYROLL SPECIALIST

The Police Retirement System of St. Louis is currently taking applications for the position of Payroll Specialist. The System administers the pension benefits of all active and retired police officer-members of the City of St. Louis Police Division, as well as any surviving spouses and dependents of those officers.

This position is responsible for processing the payments to all members, surviving spouses and dependents to whom benefits are due, most of which are paid on a monthly basis. A full Job Description can be found on the System's website, www.stlouisprs.org, on the drop-down menu for "Opportunities" at the link "Job Description – Payroll Specialist."

The successful candidate for this position will have experience working with payrolls and payments involving more than 1,000 payees on a monthly basis. Must be mathematically proficient. Must be proficient in maintaining accurate records and preparing periodic reports. Excellent computer skills necessary. Experience with data processing programs is required. Familiarity with tax forms, especially Form 1099, a plus. Prior experience working with pension payments is preferred.

Salary will be commensurate with level of experience, but starting salary would be within the range of \$38,000 - \$40,000 annually. City of St. Louis residency is not required.

Individuals applying for this position should complete an Application for Employment, including a current résumé, and furnish it to the Police Retirement System in either of the following ways:

E-mail Application and Résumé to:

mark.lawson@stlouisprs.org

Be sure to include in the "Subject" line of the e-mail the words "Payroll Specialist."

OR

Send the Application and Résumé via U.S. Mail to:

Mark Lawson
Police Retirement System of St. Louis
2020 Market Street
St. Louis, MO 63103