

CARBON COUNTY ADMINISTRATIVE DIVISION IS HIRING FOR A FINANCE CLERK (FULL-TIME)

POSITION: FINANCE CLERK

WAGE: \$22.14/HR

PURPOSE OF THE JOB: The Finance Clerk is responsible for managing the County's employee payroll by calculating wages and taxes, processing deductions, maintaining employee records, and ensuring compliance with payroll laws and regulations. Key duties include processing time sheets, updating payroll software, and communicating payroll information and resolving issues for employees.

In addition, the Finance Clerk will assist in processing the County's bills and invoices, ensuring financial records are accurate and payments are made on time to vendors. Those duties may include verifying invoice accuracy, coding expenses to the correct accounts, resolving discrepancies with vendors, and maintaining organized vendor files and financial records.

KNOWLEDGE AND SKILLS:

Strong attention to detail, organization, computer skills, and an understanding of bookkeeping, payroll and tax laws are essential for this role. The ability to work with financial documents and systems to support the County's financial health. Proven experience in payroll and accounts payable, or a similar role. Proficiency in invoice coding and processing. Strong data entry skills, including numeric and high-volume tasks. Knowledge of billing functions and check runs. Ability to work independently and meet deadlines in a fast-paced environment. Solid communication and problem-solving skills for resolving discrepancies.

BENEFITS & SCHEDULE: Full-time employees are eligible for health, dental & vision insurance; county-paid life insurance; and vacation and sick leave. The positions is subject to a 1 year probationary period. Employer pays up to \$1025 a month per employee toward health insurance premiums for FT employees. Schedule is Monday – Thursday, 7:00 am – 5:30 pm.

APPLICATIONS: Applications are available at the Carbon County Human Resources (17 11th Street W, Red Lodge, MT) or on the Carbon County website at <https://carbonmt.gov/discover-carbon-county/careers/>. Please submit a letter of interest and resume with your application.

The first review of applications will be conducted for those received by Thursday, February 5, 2026, by 5:00pm MST. Interviews will be arranged after the review of applications for February 11th or 12th. Position will remain open until filled.

Employment is contingent on successful completion of a background check and pre-employment drug screening.

Carbon County is an equal opportunity employer. All applicants will be considered for employment on the basis of merit and qualifications without regard to race, color, religion, creed, political ideas, sex, sexual orientation, gender identity, age, marital status, national origin, or physical or mental disability. Please note in your application if you are claiming a Veterans preference under 39-29-103 MCA or a preference for disability status under 39-30-102 MCA.