

## NOTICE OF ACCEPTING APPLICATIONS

The City of Dayton is seeking a detail-oriented and organized individual for the position of Payroll Clerk. The ideal candidate will be responsible for assisting with all aspects of payroll processing and ensuring accuracy and efficiency in all payroll-related tasks. This employee will, under direct and general supervision, be primarily responsible for facilitating employee payroll and related processes in coordination with Human Resources and Bookkeeping, as well as providing rotation coverage as needed for City Hall Administrative Assistant. High school diploma or equivalent required with a minimum of two (2) years of experience in Payroll and Bookkeeping. Degree in related field preferred; experience with NextGen/Local Government payroll systems a plus.

Applications will be accepted in the Municipal Building until 4:30 PM Monday, January 20, 2025. The City will hire from the applications filed or according to the Personnel Policy of the City of Dayton a person or persons to fill the position or positions that are or may become available during this period of time. Applications with resumes will be accepted in the Municipal Building or via email: [hr@daytontn.net](mailto:hr@daytontn.net).

Applications, job qualifications and portions of the Personnel Policy that are applicable may be obtained by coming by the City of Dayton Municipal Building, 399 First Avenue, Dayton, Tennessee between the hours of 8:00 A.M. to 4:30 P.M., Monday through Friday or via our website: [www.daytontn.net](http://www.daytontn.net)

No interviews will be conducted until after applications are accepted and reviewed.

David Shinn  
City Manager