

The City of Mexia is accepting applications for the position of Payroll Specialist. Applicant must have knowledge of accounting principles and practices; knowledge of computers and computer applications as they apply to accounting; ability to perform mathematical calculations. Payroll experience preferred. Applicant must be able to type and use a 10 key. Applicant must have a high school diploma/GED and a valid Texas Driver's License. This is an hourly position of 15.36 per hour, Monday – Friday from 8 a.m. to 4 p.m., plus benefits.

Applications are available from and returnable to Dee Lindvay, City Manager's Office, City Hall, 101 N. McKinney, Mexia, Texas 76667. You may also email a request for an application packet to deel@cityofmexia.com. **Please do not send messages in messenger and/or Facebook asking about the position.**

The City of Mexia has established a goal of 100% drug and alcohol-free workplace. Applicants will be required to undergo a physical, drug screen and alcohol testing prior to employment.