

Openings as of 1/25/2024

Payroll Technician - Administration Building A

JobID: 912

Position Type:

Business Services/Payroll Technician - Business Office

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Date Posted:

12/18/2023

Location:

Admin Building

Date Available:

as negotiated

Closing Date:

open until filled

POSITION OPEN TO MMCEO MEMBERS AND THE PUBLIC CONCURRENTLY
Job Description attached at the bottom right of this posting

12 month position
Monday-Friday - 8 hrs/day
7:30am - 4:30pm During the School Year

Monday - Thursday 10hrs/day During the summer months // Off on Friday's

\$17.56 to \$18.33 per hour, depending on experience
10 paid holidays
Sick and vacation leave accruals
PERS (Montana Public Employees Retirement System)
Eligible for Health Insurance

Required Materials:

1. Cover Letter
2. Resume

Call Human Resources at (406) 728-2400 ext. #1039 with questions.

Attachment(s):

- [PAYROLL TECHNICIAN - Apr 2022.docx](#)

FMLA regulations require all employers to post the [updated FMLA notice](#).

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