



BALDWIN COUNTY EMERGENCY COMMUNICATION DISTRICT

Job Description

HR & Accounting Specialist

Baldwin County 9-1-1 is seeking a motivated, organized, and detail-oriented Human Resources & Accounting Specialist to join our team. This position plays a vital role in supporting our employees and agency operations through human resources, payroll, accounting, employee benefits, purchasing, and financial recordkeeping.

Salary: \$55,000 - \$65,000 (based on qualifications and experience)

Qualifications

- SHRM-CP, PHR, or comparable HR certification.
- Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC).
- Experience with QuickBooks, or similar HR/payroll systems.
- Experience working in a 911, emergency services, or public safety environment.
- Must be able to clear a criminal history background check.

Education and/or Experience

- Minimum of three (3) years of progressively responsible experience in human resources, accounting, payroll, and/or business administration.
- Experience in local government or public safety preferred.
- Payroll and benefits administration experience preferred.

Essential Duties and Responsibilities

- Coordinate recruitment activities including job postings, applicant tracking, interview scheduling, and onboarding.
- Administer employee benefits including health insurance, retirement, leave programs, and workers' compensation.
- Ensure compliance with FLSA, FMLA, ADA, COBRA, EEOC, HIPAA, and other employment regulations.
- Process payroll accurately and timely, including overtime, holiday pay, and on-call compensation.
- Reconcile bank statements and financial accounts.
- Assist with budget preparation and budget tracking.
- Other job-related duties and responsibilities

Qualified individuals who wish to apply should email resumes to abyrd@baldwin911.org.

The deadline for resumes will be Friday, August 14th, 2026, at 4:30 p.m.