



Franklin County Children Services has a current vacancy for:

Payroll Specialist 1

Location: Columbus, OH

Job Type: Full-Time; Non-Exempt- 40 hrs. **Starting**

Salary: \$16.00 per hour

Key Responsibilities:

- Processes and distributes employee bi-weekly payroll; Work is confidential in nature
- Maintains payroll records and verifies (manually and automated) employee attendance records.
- Input's data into a computerized payroll program
- Analyzes accounts, expenditures and revenues for purpose of preparing reports
- Verifies employee attendance records and prepares paychecks for distribution
- Files, scans, prepares special projects and assists co-workers as determined by department supervisor
- Analysis also includes the auditing of invoices and client entitlement for compliance
- Answers employee inquiries regarding payroll matters
- Performs other related duties as assigned

Qualifications:

- Four courses or 12 months training or 12 months experience in accounting; 12 months training or 12 months experience in payroll processing (e.g., calculating payroll, employee withholdings, deductions, reporting and reconciliation, employer provided benefits, agency payroll charges, accrued leave disability buy-backs, direct deposits, garnishments)
- 12 months training or 12 months experience using human capital management software (e.g., PeopleSoft HCM, Kronos, MUNIS) to process payroll
- Associate degree in Business with emphasis in accounting principles; or high school graduate plus minimum three years relevant Payroll Clerk experience; or other equivalent combination of education and/or work experience
- All positions are subject to a criminal background, fingerprinting, employment verification, and motor vehicle report check.

Human Resources
855 W. Mound St.
Columbus, Ohio 43223
614.351.200; fccshr@fccs.us

"Protecting Children by Strengthening Families."

How to Apply:

Please send your resume and cover letter to fccshr@fccs.us

For information on FCCS, including more information on employee benefits and our company culture, visit our website at <http://childrenservices.franklincountyohio.gov/about/employment.cfm>.

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

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