

County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

JOB OPENING

OPENS: 09/16/2019

CLOSES: 09/29/2019

TITLE: **PAYROLL SPECIALIST**
SALARY RANGE: \$53,043 - \$69,841 Annually
DEPARTMENT: Finance
REPORTS TO: Payroll Supervisor

DUTIES/RESPONSIBILITIES:

The Payroll Specialist will gather and input payroll data to produce an accurate bi-weekly payroll run for a medium sized public transit agency. This position is expected to prepare journal entries to record such transactions. The Payroll Specialist will also be responsible for vault deposit functions.

Duties include, but are not limited to:

- Processing and reviewing bi-weekly timecards for Administration and Maintenance staff as well as assisting in entering Operator daily exception reports
- Recording changes affecting wages and deductions such as exemptions, insurance coverage, union dues, garnishments, credit union, and/or ICMA 457 plan
- Distributing ADP payroll checks and processing check request or wire transfer request for garnishments, credit union, ICMA 457 plan, and/or CalPERS
- Reconciling various accounts including payroll bank account and payroll general ledger accounts
- Maintaining and reconciling sick, vacation, floating holiday accruals and leave for Administration employees
- Counting and recording cash deposits in vault and coordinating weekly deposit pick-ups from armored car service

REQUIREMENTS:

- Education equivalent to a high school diploma or general education degree (GED)
- Two (2) years of full-time experience processing payrolls and producing related reports and transactions for an organization with 100+ employees
- Ability to maintain/update intermediate excel spreadsheets

Preferred Qualifications:

- Experience with ADP Workforce Now
- Experience with ADP E-Time
- CalPERS reporting and data entry

TO APPLY:

Download and complete the employment application at <https://countyconnection.com/about/jobs/>.

Please include cover letter and resume and submit to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also apply in person Monday - Friday 8:00 AM - 5:00 PM.

*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an EEO/AA/Drug Free Workplace