**Payroll Specialist**

Clayton County Public Schools is looking for a technically savvy and experienced individual to serve as the Payroll Specialist. Under general direction of the Payroll Manager, the Payroll Specialist oversees the planning, coordinating and directing of the payroll processes and activities for the District.  The individual serving in this position will provide guidance to payroll employees, line managers, school administrators, and oﬃce personnel in payroll functions. The individual will also serve as back-up to the payroll Manager and maintain and administer local, state and federal changes.  This position requires excellent interpersonal skills for working with inter-organizational teams.

**THE IDEAL CANDIDATE**

The ideal Payroll Specialist will have a strong technical payroll background and will be highly detail oriented with comprehensive, payroll and accounting experience, preferably in education. The ideal candidate will have excellent analysis and data skills and possess in depth knowledge of core concepts such as employment taxes, TRS, PSERS and FLSA. Must be able to reconcile and balance various payroll runs and manage the payroll bank account process for direct deposit and positive pay exceptions. In addition, the successful candidate must be able to exert a moderate level of judgment and be able to establish and evaluate departmental objectives.

**THE PAYROLL DEPARTMENT**

The Payroll Department makes recommendations which affects the activities of the District. The major responsibilities in Payroll include managing the payroll function for the entire school District and managing the preparation, issuance and distribution of employee’s earnings and related payroll functions for the School District. The Payroll Specialist reports directly to the Payroll Manager. In addition to the Payroll Manager, the department has a Coordinator of Accounting and 5 Payroll Technicians.

Please submit resumes to payrollsupport@clayton.k12.ga.us