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## SPECIALIST, PAYROLL

**School/Department:** PAYROLL  
**City & Zip:** FT LAUDERDALE, FL, US, 33301  
**Requisition #:** 2664  
**Posting Closing Date:** 06/27/2023  
**School Year:** 2022-2023

**Qualifications:**

**EDUCATION:** Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.  
**EXPERIENCE:** A minimum of three (3) years, with the last five (5) years of experience in payroll/accounting job responsibilities.

**ADDITIONAL**

**REQUIREMENTS:** The hiring administrator may specify preferred, appropriate additional qualifications as may be related to the job.

**REQUIRED:** Ability to process payroll related documents in a timely, accurate and thorough manner and prepare reports from the data accumulated from the records. Good analytical and communications skills. Strong attention to detail and organizational skills. Requires the use of judgment in making minor decisions.

**PREFERRED:** Bilingual skills

**Salary Range: \$42,637 - \$65,353**

**Calendar: 248**

**Pay Grade: 18**

**NOTE: New Hires will be hired at the Minimum of the assigned Salary Range**

**Please Note:**

All candidates offered a position at the School Board of Broward County are subject to a national pre-employment background check. Employment is contingent upon the completion and review of a successful background check.

All Applications are Subject to Florida Public Records Law.

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