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SENIOR SPECIALIST, PAYROLL

School/Department: PAYROLL
City & Zip: FT LAUDERDALE, FL, US, 33301
Requisition #: 7253
Posting Closing Date: 09/11/2023
School Year: 2023-2024

Qualifications:

EDUCATION: Standard high school diploma or satisfactory completion of an approved General Educational Development (GED) Testing Program.
EXPERIENCE: A minimum of five (5) years, within the last seven (7) years of experience in a payroll environment.

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; or ability to process Personnel Action Forms (PAFs) and related documents in a timely, accurate, and thorough manner. Ability to train and lead payroll or PAF processors. Requires the use of judgment in making minor decisions. Good analytical and communication skills. Knowledge of payroll practices, regulations, and procedures. Computer skills as required for the position.

PREFERRED: An earned associates degree. Bilingual skills

Salary Range: \$49,086 - \$75,251

Calendar: 248

Pay Grade: 20

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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