

THE COURT OF APPEALS OF GEORGIA IS CURRENTLY RECRUITING AS FOLLOWS:

POSITION: Payroll Specialist III

DESCRIPTION OF DUTIES: Position is responsible for general payroll, personnel and posting of financial revenue.

JOB RESPONSIBILITIES:

- Position serves as primary human resources Liaison for all Court Staff.
- Position is responsible for posting/updating personnel and payroll transactions into Team Works HCM.
- Position reconciles payroll activities with entered transaction information.
- Ensure payroll entries are correct and making corrections when errors are discovered.
- Position prepares monthly retirement and health insurance reconciliations.
- Position posts payroll accounts payable in the TeamWorks Financial System.
- New hire on-boarding and exit interviews with departing staff.
- Position shares responsibility with the Director of Fiscal Services and Accounting Supervisor for coordination of workers' compensation and disability claims.
- Positions serves as a Building Access Coordinator; initiating requests for ID Access Cards from GBA.
- Position requests background checks for new hires.
- Position submits e-verification information on new hires through Federal E-Verify Website.
- Position is responsible for maintaining the monthly revenue logs for cash and credit card collections and for entering revenue transactions in the TeamWorks Financial System.
- Position is responsible for reconciling E-Filing/Court collections receipts.
- Position is responsible for coordinating bank deposits.
- Position serves as general receptionist for the Fiscal Office.
- Maintains records, files and other documentation.
- Year-end W2 processing.
- Enters leave hours for all COA employees.
- Special projects or duties may also be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Successful candidate must understand, possess and exhibit exceptional customer service skills
- Comprehensive knowledge of applicable practices and procedures as well as common business etiquette.
- Ability to retrieve information from the accounting system, analyze, identify and investigate discrepancies.
- Strong oral and written communication and presentation skills; Strong interpersonal skills.
- Computer Proficiency in MS Word. Intermediate Excel
- Applicant must be a self-starter and able to carry out duties and responsibilities without direct supervision.
- Applicant must demonstrate a positive, proactive attitude possessing both flexibility and resourcefulness.
- Applicant must be organized, have the ability to multi-task and meet deadlines both internal and external as necessary
- Applicant must be able to maintain confidentiality and demonstrate both initiative and leadership qualities.
- Applicant must be a team player and possess the ability to work well with various personalities both internal and external.
- Exhibits high level of discretion and confidentiality
- Reconciliation experience

CREDENTIALS & EXPERIENCE: Teamworks HCM required with Bachelor's degree in Accounting from accredited college with two years of experience in payroll and financial accounting. Prior State of Georgia experience with personnel, payroll and accounting strongly desired.

PHYSICAL REQUIREMENTS:

1. Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations.
2. Ability to sit at a desk for long periods of time using telephone or personal computer.
3. Ability to walk, stand, bend, stoop, lift, reach and stretch in handling heavy and/or bulky items.
4. Ability to lift and sort heavy or bulky items up to 30 lbs.

STARTING SALARY:

\$45,000 – \$55,000

(Hiring salary is dependent upon credentials and experience).

LOCATION:

Court of Appeals of Georgia, Atlanta, Georgia

APPLY:

<http://team.georgia.gov/careers/>

JOB NUMBER: FIN020E

AN EQUAL OPPORTUNITY EMPLOYER