



Judicial Council of Georgia Administrative Office of the Courts JOB ANNOUNCEMENT

Payroll Specialist 3

Recruitment Period: Submit resume by **May 7, 2021**

Number of Positions: One (1) position

FLSA Status: Exempt

Salary: \$45,000 - \$60,000

Position Location: Fulton

Under direct supervision of the Accounting Manager, the Payroll Specialist 3, supervises the payroll function and related programs or processes. Consults with government entities, third-party payroll companies and employees. Interprets organizational policy and government regulations and oversees technical support, customer support and problem resolution. Performs job responsibilities with minimal supervision. Serves as job expert or organization resource in assigned areas. Acts as liaison between the payroll section and other entities. Analyzes/audits payroll records and prepares related reports. Assists in the development and revision of payroll policies and practices. Maintains payroll records, and provides information based on regulations and confidentiality requirements. Modifies policies or processes to increase efficiency or to comply with changes to laws or regulations. Processes complex transactions such as void and hand drawn/adjustment requests. Processes/administers third-party requests involving employee pay, such as garnishments, levies, bankruptcies, and child support wage assignments. Supervises payroll transactions and related processes. This position is in Atlanta, Georgia with some teleworking options available.

Duties and Responsibilities

- 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 Teamwork Financial System.
- Ensures that tasks and assignments associated with the preparation of payroll records, reports and documents and the recording of payroll data, are properly completed in a thorough, accurate and timely manner.
- Appropriately designs and evaluates payroll reports, records, documents, etc. to ensure that they adequately address specific needs, as required.
- Demonstrates thorough knowledge of accounting principles and practices through the quality of work performed.
- Assists with new hire on-boarding in Team Works Financial.
- Position shares responsibility with the Director of Fiscal Services and Accounting Manager for coordination of workers' compensation and disability claims.
- Position is responsible for maintaining the monthly revenue logs for cash and credit card collections and for entering revenue transactions in the Team Works Financial System.
- Maintains records, files, and other documentation.
- Year-end W2 processing.
- Enters leave hours for hourly, temp, and other employees as designated.
- Special projects or duties may also be assigned.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer

Minimum Training and Experience

- Bachelor's degree in Accounting from accredited college with two years of experience in payroll and financial accounting with Team Works HCM.
- Working knowledge of the Employee Retirement System of Georgia (ERS) and the Judicial Retirement System of Georgia (JRS).

Preferred Qualifications

- Prior State of Georgia experience with personnel, payroll, and accounting strongly desired.

Technical Competencies

- 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, can 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.

Physical Requirements

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

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **May 7, 2021**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line **MUST** include: **Payroll Specialist 3**

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process. Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.