

# County Connection

2477 Arnold Industrial Way Concord, CA 94520-5326 (925) 676-1976 countyconnection.com

## JOB OPENING

OPENS: 11/10/2020

CLOSES: 11/24/2020

TITLE: **PAYROLL SPECIALIST**  
SALARY RANGE: Grade 7: \$53,043 - \$69,841 Annually  
DEPARTMENT: Finance  
REPORTS TO: Payroll Supervisor

### **DUTIES/RESPONSIBILITIES:**

The Payroll Specialist will gather and input payroll data to produce an accurate bi-weekly payroll run for a medium sized public transit agency. This position is expected to prepare journal entries to record such transactions. The Payroll Specialist will also be responsible for vault deposit functions.

Duties include, but are not limited to:

- Processing and reviewing bi-weekly timecards for Administration and Maintenance staff as well as assisting in reviewing Operator daily exception reports
- Recording changes affecting wages and deductions such as exemptions, insurance coverage, union dues, garnishments, credit union, and/or ICMA 457 plan
- Distributing ADP payroll checks and processing check request or wire transfer request for garnishments, credit union, ICMA 457 plan, and/or CalPERS
- Reconciling various payroll general ledger accounts with ADP
- Tracking and processing leave of absence benefit contributions owed to the Agency
- Maintaining and reconciling sick, vacation, floating holiday accruals and leave for Administration employees
- Counting and recording cash deposits in vault and coordinating weekly deposit pick-ups from armored car service
- Tracking revenue and expense activity in a worksheet/financial system

### **REQUIREMENTS:**

- Education equivalent to a high school diploma or general education degree (GED)
- Two (2) years of full-time experience processing payrolls and producing related reports and transactions for an organization with 100+ employees
- Ability to maintain/update intermediate excel spreadsheets

### **Preferred Qualifications:**

- Experience with ADP Workforce Now or other payroll software
- CalPERS reporting

### **TO APPLY:**

Download and complete the employment application at <https://countyconnection.com/about/jobs/>. Please include cover letter and resume and submit by mail to County Connection, 2477 Arnold Industrial Way, Concord, CA 94520. You may also email a PDF copy to [smuhlestein@cccta.org](mailto:smuhlestein@cccta.org) or fax it to (925) 686-2630.

***\*Please note County Connection's administrative offices are currently closed to the public until further notice.***

\*Internal candidates must complete an internal application available at the front desk and have a minimum of six (6) months in their current position.

County Connection is an EEO/AA/Drug Free Workplace