

Payroll Specialist III

(Financial Services)

OUR MISSION... *Building Georgia's future by providing financial and construction management with the highest level of customer service, integrity, fairness and efficiency.*

The Georgia State Financing and Investment Commission (GSFIC) is responsible for the issuance and oversight of all public debt by the State, performs all services relating to the issuance, investment, and accounting of proceeds from general obligation debt, and acquires and assists in the construction of projects for state agencies and authorities financed through such debt.

Job Information

Job Type: Full Time

Number of Vacancies: 1

Hiring Salary Range: \$55,000 - \$60,000
Salary Commensurate with Experience

Location: Atlanta, GA

Opens: November 29, 2022

Closes: February 06, 2022

This position is subject to close at any time once a satisfactory applicant pool has been identified.

Applicants who require accommodations for the application process should contact

404-463-5664 or e-mail

hr-email@spo.ga.gov

TO APPLY:

Email your **resume** in Microsoft Word or PDF format to hr-email@spo.ga.gov with the following in the subject line of your email: **Payroll Specialist III**



Our goal is to be a diverse workforce that is representative of the citizens we serve. GSFIC does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, retaliation, parental status, or military service. GSFIC is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment. All employment is decided on the basis of qualifications, merit and business need.

Position Overview

Job Summary:

Under broad supervision, the Payroll Specialist 3 supervises the payroll function and related programs or processes for Georgia Building Authority (GBA), State Properties Commission (SPC), and Georgia State Financing and Investment Commission (GSFIC). Consults with government entities, third party providers, and employees. Interprets organizational policy and government regulations and oversees technical support, customer support, and problem resolution. The Payroll Specialist 3 also performs other job-related duties as assigned.

Minimum Qualifications:

Bachelors degree in a business related field from an accredited college or university **AND** one (1) year of accounting or payroll experience;

OR

Associates degree in a related field from an accredited college or university **AND** three (3) years of payroll or accounting related experience;

OR

One (1) year of experience required at the lower-level Payroll Spec 2 (FIP041) or position equivalent.

Job Competencies

- Understanding and knowledge of state payroll cycle and reporting structures
- Analytical skills, ability to understand and process complex documents or transactions
- Knowledge or Proficiency in SAO – HCM, Web-portals for ERS, TRS, and SHBP
- Verbal and written communication skills, ability to communicate and respond effectively with internal and external customers
- Organizational skills including ability to multitask, prioritize work, and attention to detail

This position is subject to close at any time once a satisfactory applicant pool has been identified.

The selected applicant must be authorized to work in the United States and must successfully pass a pre-employment criminal background check, motor vehicle records check and drug screen.

Due to the large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone.

Notifications will only be sent to applicants who are selected to interview.

Please visit our website at www.gsfic.ga.gov for additional GSFIC career opportunities.