



Protecting Children by
Strengthening Families

Job Title: Payroll Specialist

Location: 855 W. Mound St.

Job Type: Full-Time

Starting Salary: \$20.65/hr.

Company Description

Franklin County Children Services is a public agency mandated by federal and state laws to protect children from abuse and neglect. The agency works in partnership with over 100 agencies and organizations, as well as caregivers, adoptive families, and volunteers to ensure that every child has a safe and stable home. Franklin County Children Services is dedicated to making a positive impact on the lives of children and families in the Central Ohio community.

Benefits of Working for us

- Hiring Bonus up to \$1,500
- Low Premium Medical, Dental, & Vision
- OPERS (Ohio Public employment Retirement System)
- Life Insurance Coverage at no cost (up to 50,000)
- Tuition Reimbursement
- EAP Program
- Additional Raises over the next three years (based on continuous service)
- Generous personal, vacation, & sick time.

Role Description

This is a full-time on-site role for a Payroll Specialist at Franklin County Children Services. The Payroll Specialist will be responsible for payroll administration, processing payroll, managing garnishments and payroll taxes. They will ensure accurate and timely payment of employees and compliance with payroll regulations.

Key Responsibilities

- 90%** Performs record checks; enters necessary data from source documents/electronic systems; reviews and processes case information and requests; reviews and processes court/legal documents and requests; monitors email boxes; quality assurance; files/scans/uploads documents into the case record/electronic system; maintenance of case records and document repositories (hardcopy/electronic/eye readable format).
- 5%** Attends training for professional development; attending supervisory, unit, department, and agency meetings and participates accordingly by providing suggestions or ideas that will aide towards timely and effective support services.
- 5%** Performs other related duties as assigned

Qualifications

- Associate degree in business with emphasis in accounting principals, preferred.
- Payroll Administration and Payroll Processing skills
- Knowledge of garnishments and payroll taxes
- Experience in payroll services
- Strong attention to detail and accuracy
- Excellent organizational and time-management skills
- Proficient in payroll software and Microsoft Office
- Knowledge of federal and state payroll regulations
- Ability to maintain confidentiality and handle sensitive information
- Effective communication and interpersonal skills

Certification or Licensure

- Valid Ohio Driver's License
- Automobile insurance coverage compliant with Franklin County Children Services policy.
- ***Travel can occasionally include out of state travel which may require airline travel.***

American with Disabilities Specifications

Work Environment - Office environment

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to occasionally lift and move objects weighing 10 – 25 lbs.
- Occasional pushing, pulling, kneeling, reaching, and standing.

How to Apply

Please send applications and resumes to fccshr@fccs.us.

For information on FCCS, including employee benefits and our company culture, visit our website at

<https://externalfccsapps.fccs.franklin.oh.us/FCCSForms/Employment.aspx#!/jobs/list>

All qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.