The Human Resources Office is accepting applications for the following job vacancy in the Office of Administrative Services.

Position: Accounting Team Lead  
PIN: 8015  
Starting Salary: $61,416.94  
Location: Accounting Division – Payroll Branch

Minimum Qualifications:

Typically requires a Bachelor’s Degree and 5-6 years of experience.

Primary Functions:

- Timely and accurate completion of all monthly payroll, contract payroll and supplemental payrolls in accordance with agency procedures and state/federal laws.
- Maintain employee profiles and deductions in both SPAHRS and the Business Services electronic files.
- Provide monthly payroll information to be integrated into other phases of agency operations for labor distribution and financial reporting.
- Reconcile/balance all monthly insurance billings.
- Provide consultation to agency employees and payroll vendors on payroll related inquiries concerning wages, deductions and direct deposit.
- Establish direct deposit for employees that meet the requirements as established by the agency and DFA.
- Verify employee wages and deductions for outside vendors.
- Prioritize tasks in order to meet both DFA and agency submission deadlines.
- Maintain confidentiality of employee payroll files at all times and in an organized manner with necessary supporting documentation.
- Oversee staff in the processing of employee, contractor, and commissioner travel reimbursement requests in accordance with agency procedures and state/federal laws.
- Other duties as requested.