



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a wonderful live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Position: Payroll Specialist (Full-time)

JOB COD: 16140

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

The Payroll Specialist is responsible for the coordination/management of payroll operations and related transactions.

MAJOR DUTIES

- Verifies and enters personnel transactions for hourly and salaried employees;
- Performs payroll duties, such as processing and issuing paychecks, statements of earnings and deductions, and reconciles payroll discrepancies;
- Conducts leave audits when requested by employees or managers;
- Collects, verifies, maintains and records leave according to state and federal guidelines;
- Transfers, scans and indexes human resources and payroll reports;
- Performs general clerical duties such as answering the phone, maintaining files and other related duties;
- Analyzes/audits payroll for accuracy of preparation/posting;
- Computes or reconciles balances, and makes corrections;
- Conducts research and compiles statistical reports, statements and/or summaries related to pay and benefits accounts;
- Maintains payroll records, and provides information based on regulations and confidentiality requirements;
- Processes/administers third-party requests involving employee pay, such as garnishments, levies, bankruptcies and child support wage assignments;
- Completes routine payroll-related forms, such as unemployment certifications, W-2's, W-4's or stop payment requests;
- Reviews payroll data for accuracy and enters payroll transactions/data into accounting system;
- Reviews and/or reconciles payroll records;
- Identifies errors and makes corrections;
- Performs limited general clerical responsibilities related to payroll functions;

- Analyzes periodic reports and reconciles contents with other records such as: health insurance, retirement benefits, or related reports;
- Processes payroll void and hand drawn/adjustment requests;
- Prepares ACA reports for submission in compliance with state and federal laws;
- Maintains payroll file information; and
- Other duties as assigned.

MINIMUM QUALIFICATIONS

Associate Degree *and* Three (3) years of payroll or related accounting experience

PREFERRED QUALIFICATIONS

A bachelor's degree from a regionally accredited postsecondary college or university in human resources or closely related field. At least three (3) to five (5) years of full-time related work experience is required. Experience using PeopleSoft HCM is preferred. Experience should be within the past three (3) years.

COMPETENCIES

- Ability to analyze and interpret payroll data and statistics
- Knowledge of general accounting principles
- Ability to understand the relationship between payroll and financial systems
- Ability to work independently
- Ability to oversee all payroll related functions
- Knowledge of pay and benefit processes
- Knowledge of records retention practices
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

APPLICATION DEADLINE: The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

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