



**NEBRASKA STATE GOVERNMENT  
invites applications for the position of:**

## **Payroll Specialist**

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<b>SALARY:</b>	\$14.95 Hourly
<b>OPENING DATE:</b>	10/02/18
<b>CLOSING DATE:</b>	10/11/18 11:59 PM
<b>JOB TYPE:</b>	PERM FULL TIME
<b>LOCATION:</b>	Lincoln
<b>DEPARTMENT:</b>	Health & Human Services Department

### **DESCRIPTION:**

If you have strong analytical skills and a "knack for numbers", the Department of Health and Human Services has an exciting opportunity to join our Human Resources team as a Payroll Specialist! We are seeking an energetic and enthusiastic individual to help fulfill our vision of exemplary customer service by providing mission driven, high quality services for Nebraskans. The primary qualities we are looking for is a professional demeanor, excellent communication skills and strong analytical skills. Our positions require someone that is organized with a high degree of responsibility and ability to manage through difficult situations.

1526 K Street, Suite 150, Lincoln, NE  
Monday - Friday 8:00am - 5:00pm

### **EXAMPLES OF WORK:**

Maintain payroll information by collecting, calculating, and entering data. Resolve benefit and payroll discrepancies by collecting and analyzing information. Respond to payroll and benefits questions and requests. Maintain payroll operations by following policies and procedures; reporting needed changes. Maintain employee confidence and keep information confidential. Perform other work and/or projects as assigned.

### **QUALIFICATIONS / REQUIREMENTS:**

**REQUIREMENTS:** One year of combined education/training and/or experience performing human resource support functions such as processing payroll, assisting employees with benefits/services, recruiting and orientating employees, maintaining personnel records,

and/or processing the creation of positions. OR Associates degree in human resources, business administration, public administration or related field.

PREFERRED: Associates or Bachelor's degree in business, accounting, human resources or related field. Work experience in customer service setting/ general accounting or payroll, Workday/Employee Work Center, NIS/Payroll & Financial Center, and Kronos. Experience providing information and enforcing company policies.

OTHER: Candidate must demonstrate proficiency in Microsoft Word and Excel.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to research, identify, analyze, evaluate problems and recommend solutions. Ability to "think out of the box" and identify process improvement opportunities. Strong communication, analytical and problem solving skills. Ability to multi – task, communicate with customers, co-workers, and business contacts in a courteous, professional and timely manner. Possess good math aptitude.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://statejobs.nebraska.gov>

Position #251727079  
PAYROLL SPECIALIST  
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1526 K Street, Suite 100  
Lincoln, NE 68508

Equal Opportunity Employer

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### **Payroll Specialist Supplemental Questionnaire**

- \* 1. Do you meet the following requirements: One year of combined education/training and/or experience performing human resource support functions such as processing payroll, assisting employees with benefits/services, recruiting and orientating employees, maintaining personnel records, and/or processing the creation of positions. OR Associates degree in human resources, business administration, public administration or related field.

- a. Yes  
 b. No

\* Required Question