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| Payroll Specialist |
| Salary: $14.951/ hourly | Location: Lincoln, Nebraska |
| Job Type: Perm Full Time | Department: Dept. of Administrative Services |
| Position Number: 60006929 |  |
| Closing: 11/18/2019 |  |

Application Link: <https://www.governmentjobs.com/careers/nebraska/jobs/2627217/payroll-specialist?keywords=payroll%20specialist&pagetype=jobOpportunitiesJobs>

**Description**

Are you ready to make a difference and do something meaningful? This is an exciting opportunity to partner in growing the State of Nebraska through Payroll Shared Services. We are looking for a talented, driven, service oriented individual to join our growing team. A successful Payroll Specialist will build relationships, crush deadlines, always have process improvement as top of mind, pay attention to the details, and collaborate in a customer focused environment.

We’ll bring:

• A competitive total compensation package including: 12 paid holidays, 12 paid vacation days, and 12 days paid sick leave; tuition reimbursement; state-matched (156%) retirement plan; health (79% employer contribution), dental, vision, and life insurance options!

• Work-life integration

• The opportunity to make a difference

• A fun environment

• Training and development opportunities

• Pay for Performance

Values: Treating others with dignity & respect – ethically sound – customer always the priority. Sound like you? This might be your perfect fit!

Location: 1526 K Street, Suite 150, Lincoln NE 68508

Schedule: 8-5, Monday - Friday.  Occasional evenings during payroll weeks.

**Examples of Work**

In this Payroll Specialist role you will:

* Maintain payroll information by collecting, calculating, and entering data.
* Process onboarding and off boarding of teammates within the HR Information System.
* Resolve benefit and payroll discrepancies by collecting and analyzing information.
* Support payroll questions and requests.
* Be a key player with payroll operations by understanding and following policies and procedures; reporting needed changes.
* Provide confidentiality on all levels.
* Process payroll for multiple locations.
* Communicate with a variety of teams.

**Qualifications / Requirements**

What you'll bring:

* 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.

We prefer:

* Experience with KRONOS, E1 and Workday.
* At least two years of experience processing payroll for a large number of employees.

Other requirements:

* Regular and reliable attendance.

**Knowledge, Skills and Abilities**

The ability to complete tasks on tight deadlines with accuracy. The ability to implement process improvement and change practices in a manner that emphasizes the value of all teammates.

Builds relationships and communicate missions and goals in a positive and professional manner.