**Location:** Harford County Public Library  
**Job Title:** Senior Payroll Specialist

**Responsibilities:**  
The Senior Payroll Specialist is responsible for the efficient management of payroll functions and processes. Manages and oversees the day-to-day administration of the Payroll Department to include maintenance of all payroll records, resolution of payroll issues, the creation of salary reports, and ensuring all processes meet regulatory guidelines.

**Requirements:**  
1. Bachelor's degree in Accounting, Business, Human Resources or related field;  
2. Four or more years of payroll related experience;  
3. Certified Payroll Professional (CPP) certificate preferred;  
4. Computer experience using an automated Payroll system, preferably using Paycom and using Excel to create and maintain spreadsheets and reports;  
5. Ability to obtain and maintain a favorable criminal background report;  
6. Ability to work day, evening and weekend hours.

**Salary Range:** Undisclosed

**Application Process:** Applications for this position are completed and accepted via online submission only. Please visit us at www.HCPLonline.org and click on Library Jobs tab for vacancy announcement details and application instructions.

**Closing Date:** Open Until Filled