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, preferred;
2. Four or more years of payroll related experience;
3. Or equivalent combination of technical training, education and/or experience;
4. Certified Payroll Professional (CPP) certificate, preferred;
5. Computer experience using an automated Payroll system, preferably using Paycom and using Excel to create and maintain spreadsheets and reports;
6. Ability to obtain and maintain a favorable criminal background report;
7. 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