

**Fairfield Public Schools  
Fairfield, Connecticut 06825**

**NOTICE OF AVAILABLE POSITION**

**POSITION:** Payroll Specialist

**BRIEF JOB DESCRIPTION:** Performs responsible accounting work in the administration of an automated payroll system Responds to payroll inquiries from departments and employees; and prepares specified state reports.

**MINIMUM QUALIFICATIONS:** Good working knowledge of payroll principles, methods and practices; working knowledge of accounting principles and methods, and ability to apply and adapt established methods to varied financial transactions. Working knowledge of Board of Education procedures, rules, and payroll structures. Ability to apply principles of payroll administration to resolve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to maintain financial records of some complexity and to prepare reports and statements. Ability to write routine department financial reports. Ability to perform detail work involving written or numerical data and to make arithmetical calculations rapidly and accurately. Ability to respect confidentiality of privileged information. Working knowledge of modern office equipment, practices and procedures. Have a demonstrated competency in spread sheet, word and data processing, including ability to work in central computing systems. The Board of Education currently uses the MUNIS system with the Personnel Actions component; familiarity a plus. Ability to establish and maintain effective working relationships with other employees and the public. A high school diploma and three years of increasingly responsible payroll, bookkeeping or accounts clerical experience; or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

**SALARY:** Classification S-12-\$44,943 (Step 1) to \$52,577 (Step 5)

**WORK PERIOD:** 12 months

**STARTING DATE:** Negotiable

**CREDENTIALS REQUIRED:** Completer Application online

\*\*\*\*\*There will be a computerized test and written test as part of the interview process for this position.\*\*\*\*