



## Orange County Head Start, Inc. Career Opportunity

### ***PAYROLL SPECIALIST***

Would you like to make difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Some of the responsibilities of this position include: Responsible and accountable for preparing and processing biweekly payroll through the ADP-WFN payroll Systems; including ADP Payroll-WFN and Timestar (time & attendance). Receive, prepare and process electronic Time Cards. Enter data for regular pay, manual checks, voids, and other information into the ADP Payroll system. Research and respond to Payroll inquiries regarding discrepancies, changes, or variances and resolve Payroll discrepancies. Set-up and maintain employee payroll files. Knowledge of ADP payroll reports, including pay data summary report, employee change report, payroll register, benefits accrual report, workers compensation report, monthly G/L interface report and deduction reports.

Performs a variety of complicated tasks. Responsible for all payroll functions. Familiar with payroll practices and procedures. Relies on experience and judgment to plan and accomplish goals. Good oral and written communication skills. Strong math skills required.

#### **Requirements:**

Bachelor's degree. An Associate degree and equivalent experience may substituted for education. Prior experience required. Excel and payroll data system experience required.

The salary range is \$24.48 - \$24.78 an hour and includes outstanding benefits, and a generous retirement plan.

**Final filing date: Friday, July 23, 2021 at 5:00 p.m.**

**Apply now to join our team! Submit an application, resume and transcripts to:**

Orange County Head Start Inc.  
2501 S. Pullman Street, Suite 100  
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at [www.ochsinc.org](http://www.ochsinc.org) or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291.

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