



Orange County Head Start, Inc. Career Opportunity

PAYROLL SPECIALIST

Would you like to make a 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.

In general direction, the Payroll Specialist will be responsible for the timely and accurate processing and administration of the agency's bi-weekly payroll and year-end payroll-related matters and act as a liaison between the Human Resources and Accounting departments for payroll-related inquiries. The duties include but are not limited to reviewing timecard for accuracy, process garnishments, manual checks and termination checks, maintain employee benefit accruals and deductions, respond to employee inquiries related to payroll matter, generate the required ad-hoc, bi-weekly, monthly and quarterly reports, other projects and duties as assigned.

The Payroll Specialist must be familiar with California Wage and Hour laws and will follow OCHS policies and procedures. Strong verbal and written communication and math skills are required. This is an on-site position.

Experience & Education:

- Bachelor's degree in Business Administration or relevant field; the equivalent combination of education and/or experience may be considered;
- Two years prior Payroll required;
- One year accounting experience a plus;
- Experience in ADP WorkForce Now or similar software preferred;
- Experience in Insperty TimeStar or similar software preferred;
- Proficiency in Microsoft Excel required; and
- Excellent written and oral communication skills

The salary range is \$24.78 - \$28.34 an hour, depending on experience and education along with outstanding benefits and a retirement plan.

Final filing date: May 13, 2022 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 or call our Human Resources Department at 714-241-8920. EOE