



DOE HUMAN RESOURCES OFFICE

CHUUK STATE SCHOOLS SYSTEM

EMPLOYMENT OPPORTUNITY

The Department of Education wishes to recruit an appropriately qualified and motivated FSM citizen who works well under pressure and is willing to take personal leadership for his/her professional development. US citizens or third nationals shall be employed only when qualified FSM citizens are not available. All interested applicants are requested to contact the DOE HR Office or the Department of Education @ (691) 330-5430/6730 for more information.

EA. No. **CSSS-013-2014**

Opening Date: 23 June 2014

Closing Date: 23 July 2014

Position/Title: Payroll Specialist
Grade/Step: PL 19-23
Salary: \$6,248.32 to \$7,995.52 p/a

Location: Division of Administration and Personnel
Department of Education
Weno, Chuuk State

Position Supervised by: Financial Officer

SUMMARY:	The Payroll Specialist performs payroll planning, operations oversight, and documentation along with accounting involving the maintenance of varied payroll records for all employee acts as a major information source to the Financial Officer regarding payroll functions. Functions as an effective member of the Division.
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ESSENTIAL DUTIES AND RESPONSIBILITIES:	<ul style="list-style-type: none"> • Provide leadership for and oversight of the payroll function for the Department. • Assure compliance with department, state, and national rules and regulations. • Maintain strict payroll controls, schedules, and deadlines. • Review and audit retirement and payroll reports by verifying source documents, and performing necessary calculations; research discrepancies, correct as necessary; notify affected department personnel. • Verify time cards; postings to ledger from the time cards. • Compute gross salary and overtime earnings; compute special payrolls as necessary; assure charges to proper budget accounts; enter data to update computer payroll data system. • Determine the correct payments of salary in accordance with payroll records; prepare periodic payrolls and proofs for accuracy; make changes or corrections as necessary. • Prepare individual pay and segregate for distribution. • Compute and summarize deductions such as withholding tax, retirement, insurance, and maintenance records of deductions. • Respond to questions or complaints from employees requiring interpretation of laws, rules, regulations, union agreements, contracts, and other documents governing Department payroll. • Maintain records of individual earnings, deductions, sick leave, and vacation allowance in use. • Operate a variety of office equipment including a calculator, computer, and assigned software. • Compute leave(s) use and balances. • Compute payroll costs for budget purposes. • Serve as an information resource to school and departmental personnel. • Perform other related duties, as assigned.
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:	<ul style="list-style-type: none"> • Principles and techniques involved in payroll preparation, monitoring, and control. • Bookkeeping principles and financial record-keeping practices used in making payroll reports in a system involving data processing. • Filing and recordkeeping techniques. • Modern office practices, procedures, and equipment. • Applicable laws, codes, rules, and regulations related to assigned activities. • Operation of a computer and assigned software, including Excel and Word Business math. • Payroll taxes and laws on wage garnishments. • Correct English usage, grammar, spelling, punctuation, and vocabulary. • Oral and written communication skills. • Maintain complex records, analyze basic payroll data, and prepare accurate reports. • Apply payroll record-keeping principles.

	<ul style="list-style-type: none"> • Understand and follow oral and written instructions. • Operate a variety of office equipment including a computer and assigned software. • Interpret, apply and explain applicable laws, codes, rules and regulations related to assigned activities. • Add, subtract, multiply, and divide quickly and accurately. • Analyze and verify numbers. • Communicate effectively, both orally and in writing. • Establish and maintain cooperative and effective working relationships with others. • Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others. • Work confidentially with discretion. • Work independently with little direction.
EDUCATION AND EXPERIENCE:	<ul style="list-style-type: none"> • Minimum of an Associate degree in accounting or a related area is required. • Bachelor's degree is preferred. • Minimum of some accounting experience is required. • Two or more years of payroll experience is preferred.
POSITION REQUIREMENTS:	<ul style="list-style-type: none"> • Maintain professional appearance and conduct. • Consistently exercise professional judgment, including work habits, regular and timely attendance. • Able to work in an office environment. • Physical demands: <ul style="list-style-type: none"> ○ Dexterity of hands and fingers to operate a computer keyboard. ○ Seeing to read a variety of reports and documents. ○ Sitting for extended periods of time. ○ Hearing and speaking to exchange information.
MATERIAL AND EQUIPMENT USED:	<ul style="list-style-type: none"> • Personal computer. • General office equipment such as telephones, fax, and copy machines. • Word processing software including Word, Excel, and additional special software required for position.

TO APPLY:

Applicants must obtain application and submit or e-mail application and/or resume to:

Human Resources Office
Department of Education
Weno, Chuuk FM 96942
(691) 330-5430/6730

augustinetakashy@gmail.com