

CITY OF SOUTH SAN FRANCISCO EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:

Payroll Specialist I

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | FRIDAY, JUNE 6, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org



SALARY: \$79,019.00 – \$96,033.00 annually

The Finance Department provides accurate, transparent, complete, and timely financial information to support the City's operations while ensuring South San Francisco long-term fiscal sustainability. The department is responsible for safekeeping, management, and accounting of the City's financial assets. The department is responsible for payroll administration, accounts payable processing, business licenses issuance, risk, and debt management, while acting in a fiduciary capacity for assessment districts.

IDEAL CANDIDATE

The ideal Payroll Specialist I will have knowledge of practices, methods, and terminology used in payroll and timekeeping; pertinent local, State and Federal laws, ordinances, rules and regulations related to payroll, wage and garnishment laws; principles and practices of routine analytical research; and customer service principles and problem resolution techniques. The ideal candidate will also have the ability to perform difficult and responsible technical work related to payroll and related statistical record keeping; prepare, process, review, and check submitted payroll and financial documents, records, and forms for accuracy, completeness and conformance to applicable policies, rules, and regulations; research and compile technical and financial information; participate in monthly, quarterly, and yearly meetings; assist and maintain quarterly and annual tax reports and maintain confidentiality of a wide range of sensitive information.

SELECTION PROCESS

The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. A resume must be included but *does not* substitute for a completed application. The most highly suitable and qualified candidates will be invited to participate in an oral panel interview (weighted at 100%), tentatively scheduled for **Wednesday, July 9, 2025**.

Possession of minimal qualifications does not guarantee advancement in the selection process and placement on the eligible employment list. Top scoring candidates will be invited to the next phase of the selection process which will consist of a departmental interview.

QUALIFICATIONS

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience

Two years of responsible experience performing clerical accounting duties, preferably involving payroll.

Training

Equivalent to an Associate's degree from an accredited college or university with major coursework in public administration, business administration, or a related field.

HOW TO APPLY

FINAL FILING DATE IS JUN 6, 2025 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Apply online via CalOpps:

<https://www.calopps.org/city-of-south-san-francisco>