



Cairo American College

SUPPORT STAFF VACANCY ANNOUNCEMENT

ACADEMIC YEAR

2025-2026

Payroll Specialist
HR Department
(FULL-TIME POSITION)

JOB SUMMARY:

As a Payroll Specialist, you will play a critical role in ensuring accurate and timely payroll operations while maintaining compliance and driving continuous improvement. This position requires strong technical expertise, attention to detail, and the ability to collaborate effectively with multiple stakeholders across the school.

This is an exciting time to join the HR team as we implement a new payroll processing system. You will be actively involved in testing and supporting the successful rollout of this transformation.

QUALIFICATIONS:

- Bachelor's degree in accounting or a related field
- Extensive experience in in-country payroll operations with strong knowledge of Egyptian legislation.
- Proficiency in Microsoft Excel and working knowledge of HR/Payroll systems (testing experience is a plus).
- Strong planning and organizational skills with the ability to manage multiple priorities.
- Proven track record of driving service excellence and process improvements.
- Exceptional attention to detail and commitment to accuracy.
- Solid project management skills, including planning, execution, and stakeholder coordination.
- Excellent interpersonal and analytical skills with a collaborative, solution-oriented mindset
- Fluent in English and Arabic, both written and verbal.

DESIRED SKILLS

- Experience with Odoo Payroll

Application deadline: until the position filled.

Interested candidates should submit a job application (Found on CAC website)
<https://www.cacegypt.org/index.php/support-staff-employment-application>