

**Payroll Manager/Administrative Assistant** – City of North Canton Finance Department is seeking for a full time experienced payroll manager/administrative assistant. This is an exempt position of a highly responsible nature under the supervision of the Finance Director. The range of duties is vast and is performed through both general and specific delegation by the Director of Finance. Qualification: completion of a bachelor’s degree in finance or accounting is preferred, plus five (5) years of experience in government financial accounting/payroll or related field, or equivalent combination of training, education and/or experience, excel spreadsheet experience required, experience with OPERS & OP&F retirement systems preferred. Required knowledge: Basic knowledge of fund accounting; comprehensive knowledge of payroll practices and procedures; knowledge of fixed asset accounting; ability to apply complex rules and regulations relating to payroll and healthcare; ability to work well with people. Pay range: \$39,000 - \$44,980 depending on years of experience plus benefits. Job description available at North Canton City Hall or downloaded from [www.northcantonohio.gov](http://www.northcantonohio.gov). Résumé review will begin **December 4, 2014**; position is open until filled. Please send resumes to: [ncresume@northcantonohio.gov](mailto:ncresume@northcantonohio.gov)