

BATH TOWNSHIP
EMPLOYMENT OPPORTUNITY

Finance/Payroll Specialist

The Bath Township Board of Trustees seeks qualified applicants for a full-time Finance/Payroll Specialist.
Pay range: \$25/hr. to \$28/hr.

Job Summary:

The Finance/Payroll Specialist plays an integral role in all accounting and payroll functions. A variety of financial management responsibilities are carried out by this position, including accounts payable, payroll, budgeting and monthly/year-end financial processes. Extensive experience in computerized financial systems and payroll is of the utmost importance. This position requires a high level of detail and accuracy.

MAJOR TASKS AND DUTIES:

Payroll

- Review time from Kronos and export to VIP software
- Maintain payroll adjustments throughout the year
- Familiar with all components of Collective Bargaining Agreements (CBA)
- Prepare payroll for processing on a bi-weekly basis
- Inputs new hires and employee changes, including termination of employees in both Kronos and VIP software
- Maintain all payroll files for active and non-active employees
- Prepare withholding payments and tax returns
- Prepare W-2s
- Complete employee verification as requested
- Handle retirement account issues and complaints
- Send "positive pay" file to the bank
- Prepare various reports, such as Ohio Unemployment Report and Worker's Comp Report, Deferred Compensation, Child Support, pensions, school districts, courtesy withholdings for cities and State and 941

Finance

- Process and verify payment requests
- Approve and submit payments
- Issue warrants for payments
- Send positive pay request to bank
- Prepare and submit pension payments
- Oversee bank reconciliations
- Prepare and balance all reports for month end
- Close the books both monthly and annually
- Review requisitions and purchase orders
- Monitor workflow items in Visual Intelligence Portfolio
- Generate reoccurring requisitions for certain payments, such as utilities, phone, healthcare, etc.
- Prepare 1099s at year end
- Issue project codes and monitors employee training expenses
- Attend weekly department head meeting
- Attend Board of Trustees meetings as requested

MINIMUM QUALIFICATIONS:

- 18 years or older
- High school diploma and 3 years of payroll and accounting experience. A combination of education and experience may be considered.
- Valid driver's license
- Prior experience in accounting and payroll preferred.
- Prior experience with collective bargaining agreements preferred.

Applications and job descriptions are available at www.bathtownship.org or hard copy may be obtained at the Bath Center Administration Office, 3864 W Bath Road, Akron, OH 44333. Deadline to return applications: June 4, 2021 by 4:00 PM

By Order of the Board of Trustees,


Sharon A. Troike, Fiscal Officer

POSTED May 18, 2021



Position Title Finance/Payroll Specialist	Status Full time – Non-Exempt
Reports To Executive Assistant	Minimum Education High School Diploma
Supervises N/A	Effective Date January 1, 2021

PURPOSE: The Finance/Payroll Specialist is responsible for managing the township's financial processes which are consistent with the township policies, collective bargaining agreements, department of labor standards and the Ohio Revised Code.

SCOPE: The employee plays an integral role in all accounting and payroll functions. A variety of financial management responsibilities are carried out by this position, including accounts payable, payroll, budgeting and monthly/year-end financial processes. Extensive experience in computerized financial systems and payroll is of the utmost importance. This position requires a high level of detail and accuracy.

ESSENTIAL ROLES & RESPONSIBILITIES May include, but not limited to, the following duties:

PAYROLL

- Review time from Kronos and export to VIP software
- Maintain payroll adjustments throughout the year
- Familiar with all components of Collective Bargaining Agreements (CBA)
- Prepare payroll for processing on a bi-weekly basis
- Inputs new hires and employee changes, including termination of employees in both Kronos and VIP software
- Maintain all payroll files for active and non-active employees
- Prepare withholding payments and tax returns
- Prepare W-2s
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FINANCE

- Process and verify payment requests
- Approve and submit payments
- Issue warrants for payments
- Send positive pay request to bank
- Prepare and submits pension payments
- Oversee bank reconciliations
- Prepare and balance all reports for month end
- Close the books both monthly and annually
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CRITICAL SKILLS

- The employee must demonstrate the ability to:
- Report for duty dependably and punctually
 - Organize and maintain accurate records and files
 - Analyze data
 - Communicate effectively both orally and in writing
 - Handle confidential information

QUALIFICATIONS

- The employee must meet the minimum qualifications:
- 18 years or older
 - High school diploma and 3 years of payroll and accounting experience. A combination of education and experience may be considered.
 - Valid driver's license
 - Prior experience in accounting and payroll preferred.
 - Prior experience with collective bargaining agreements preferred.

PHYSICAL/MENTAL

To perform essential job functions, the employee is required to talk, hear, use hands, sit for significant periods of time, occasionally lift or move objects up to 25 pounds, read and distinguish colors on maps and/or other documents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee may encounter while performing essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions. The work environment involves work performance in primarily an indoor office setting.

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that this is an accurate and fair description of my position. The job description is meant as a summary of the primarily responsibilities of the position. The Board of Trustees, Township Administrator and Executive Assistant reserve the right to assign or reassign duties and responsibilities at any time as needed.

Employee Signature

Printed Name

Date

Witness Signature

Printed Name

Date