

# 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](http://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: Open until filled.

By Order of the Board of Trustees,

  
Sharon A. Troike, Fiscal Officer

REVISED October 5, 2021