

CITY OF BROOK PARK
Position Vacancy Announcement
For Immediate Posting
September 24, 2020

The City of Brook Park, OH has an opening for a Payroll Clerk.

Responsibilities include but are not limited to the following:

- Process payroll on a bi-weekly and monthly basis
- Audit timesheets for accuracy and approvals
- Process pre-tax and after-tax deductions and withholdings
- Reconcile bi-weekly and monthly reporting
- Data enter pertinent information into the payroll system
- Calculate pay increases, retroactive pays and hourly rates of pay
- Process quarterly and year-end reports, W-2's and 1099s

Minimum Qualifications:

- Associates Degree in Accounting or at least five years of payroll experience
- Proficient in Microsoft Excel and Word
- Must be able to maintain confidentiality of classified information
- Ability to work within deadlines
- Familiarity of working with numerous payroll classifications, i.e. exempt, non-exempt and union positions
- Skillful in learning new processes and systems
- Organized, flexible and a strong attention to detail a must

Please mail your resume and cover letter to:

City of Brook Park
Attn. Finance Department
6161 Engle Rd
Brook Park, OH 44142

Or email to: mkrueger@cityofbrookpark.com