

CITY OF FINDLAY, OHIO

PAYROLL ADMINISTRATION POSITION

Job Title in Current Payroll Ordinance:

Auditor Staff Accountant (this range as of the job posting is \$21.63 to \$39.58 per hour per ordinance; however, likely starting range would be capped at \$28 per hour depending upon experience and qualifications). This is an hourly position.

Reports To: City Auditor and/or Deputy City Auditor

Purpose for the Position: To perform the following calculating, posting, and verifying duties to process biweekly payroll and related functions in order to correctly maintain the general ledger balances and issue correct employee payments. This position does not have any supervisory responsibilities; there is only one person assigned to payroll.

Essential Responsibilities:

Payroll Functions (generally listed, not all inclusive):

- Processing payroll biweekly
 - Check accuracy of time cards and determine if the usage of time is in compliant with union contracts and salary ordinance
 - Administer payroll issues contained in union contracts
 - Coding and entering time cards into the computerized payroll system
 - Check wage payment reports for accuracy of computer computation
 - Compute retirement and termination settlements
 - Compute withholding and deductions associated with unusual types of wage payments
 - Printing and process payroll direct deposit, deduction checks, and all payroll reports.
 - Initiate all electronic payments for wages, deductions, and state and federal taxes
 - Update records to reflect compliance with the Family Medical Leave Act and military leaves
 - Develop, check, and submit pension reports
 - Prepare and review of retro calculations and payrolls when needed
- Continuous responsibilities (generally listed, not all inclusive)
 - Maintain all computer master files including tax withholding tables, employee master files, tracking of time used for workers' compensation, deductions, pension tables, etc.
 - Process any changes requested by administrators to the pay status of employees as provided by ordinance or contract
 - Keep all employee payroll files and insurance files up to date

- Answer questions from employees and supervisors concerning pay status, time status, or allowed time usage under the salary ordinance or union contracts
 - Reconcile and file all quarterly and annual tax, unemployment, and payroll reports
 - Sign up all new employees with appropriate forms for payroll, insurance plans, and other deductions/benefits
 - Clearly explain how vacation/holovac, sick time, pay ordinance work
 - Clearly explain benefits available to employees
 - Determine differences of payroll ordinance vs union contracts provisions
 - Prepare budget projections for annual budget process or whenever requested
 - Review payroll bank account daily for positive pay decisions to be made
- Medical Insurance/Life Insurance responsibilities (generally listed, not all inclusive)
 - Answer questions concerning insurance coverage and communicating with the insurance company and the City's agent for service concerning employee's problems with using the insurance
 - Sign up and drop employees to plan, or add/drop dependents
 - Work with agent for service and City Auditor in constant evaluation of self-insured medical plan and then annual development of rate structure
 - Administer the process for annual insurance open enrollment including preparation of documents, tracking of requirements, applying new rate structure to employee
 - Pay all experience and administrative invoices
 - Triage employee insurance inquiries to correct contacts
 - Adhere to HIPAA guidelines
 - State and Federal Requirements (generally listed, not all inclusive)
 - File "new hire" reporting as required by the state
 - Ensure compliance with IRS regulations where needed
 - Maintain and execute employee garnishments, including child support
 - Maintain, reconcile, and issuance of Form W2 records

Miscellaneous Auditor's Office Functions (not all inclusive):

- Work on the current implementation of the time keeping system with other Auditor's Office staff members
- Auditor's Office Records Retention
- Assists in development of policies and procedures the Auditor's Office administers
- Answer public records requests
- Any other duties as determined by Deputy City Auditor or City Auditor

Skills and Abilities Desired:

- Compute and record numbers correctly
- Follow written or oral instructions
- Develop written process manuals for new, updated, or missing documentation

- Perform work that is routine and extremely detailed without error
- Understand and use computers and related equipment
- Proficient knowledge of Microsoft Excel and Microsoft Word are required
- Strong problem solving and analytical skills are required
- Understanding of accounting journal entries and concepts
- Extremely organized, very self-motivated, and ability to work independently
- Ability to prioritize, adjust, and multi-task in a very fast paced environment
- Must have excellent time management skills
- Be able to use math via use of fractions, percentages, ratio, and practical algebra
- Excellent communication skills through use of proper grammar in written or oral communications
- Must have a positive disposition and personal orientation towards positive but firm customer service and the ability to interact regularly with all employees.
- Ability to function well under time constraints and deadlines
- Must be able to pass a background check and drug screening
- Must possess a valid Ohio Driver's License

Education & Experience:

- Bachelor's degree in accounting, finance, or related field
- 2 years or more years of experience in payroll or similar accounting position is preferred, but not required

Physical Demands:

Sedentary Work: Exerting up to 10 pounds of force occasionally (Occasionally: activity or condition exists up to 1/3 of the time) and/or a negligible amount of force frequently (Frequently: activity or condition exists from 1/3 to 2/3 of the time) to lift, carry, push, or pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Environmental Conditions:

Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered "inside" if the worker spends approximately 75 percent or more of the time inside.

Other Pertinent Information:

This position is a full-time, politically appointed position that serves at the discretion of the City Auditor. It is NOT a civil service tested or protected position, nor do civil service rules apply to this position.

Normal office hours are Monday through Friday from 8 a.m. to 5 p.m.

Benefits include: medical insurance, dental insurance, vision insurance, life insurance, Ohio Public Employees Retirement System, paid sick time, paid vacation time (after one year), overtime/compensatory time, and paid holidays.

Applications are being accepted using Indeed. Click [here](#) to go to the job posting, or search Payroll Administration Position for City of Findlay Auditor's Office at www.indeed.com.

The opening will be posted until January 10, 2022.