

Part-Time Payroll Clerk

The City of Richmond Heights is looking for an experienced payroll clerk to work 20-28 hours per week. Under the supervision of the Finance Director, this person performs the following tasks:

- Process pay in compliance with three negotiated collectively bargained agreements.
- Reviews timesheet calculation and prepares written records for routine-bi-weekly/monthly computer processing of payroll in a timely and accurate manner.
- Responsible for adding new employees, enter payroll deductions, including involuntary deductions, such as garnishments, process address changes.
- Enter attendance accrual and usage into payroll system.
- Determine sick time bonus payouts for full-time non-bargaining employees.
- Maintains all employee leave balances and add hours as necessary (vacation, sick, personal and birthday).
- Compile and submit monthly, quarterly and annual payroll reports to federal, state and local tax agencies.
- Responsible for preparing W-2 forms, year-end reports, and related benefit deduction calculation and maintenance.
- Creates pension reports for OPERS & Ohio Police & Fire pension (OP&F) and maintains records.
- Assists with payroll audits.
- Responds to unemployment claims, employment verification, workers' compensation claims.

Requirements: Candidates must have at least 3 years of recent payroll experience utilizing Payroll System. Experience with processing municipal or governmental agency payroll, is highly desirable. Strong computer experience to include Microsoft Excel, Word, Outlook, Internet Explorer. Working knowledge of SSI, or other Governmental Payroll software, strongly preferred.

Please send resumes to: hr.manager@richmondheightsohio.org