



The City of Strongsville is Currently Accepting Applications for:

### **Payroll Supervisor**

**Brief Description of the Position:** Under the direction of the Finance Director, the Payroll Supervisor position performs all the payroll administrative procedures and payroll processing functions to ensure that City records are accurate and in compliance with established laws, policies and accounting principles.

**About the City of Strongsville:** Strongsville is a vibrant suburb of Cleveland, Ohio that blends a bustling business community with small-town charm. Here you will find distinctive neighborhoods, abundant shopping, over 2,400 acres of green spaces, excellent services, highly rated school system and active civic groups – a mix that makes Strongsville an ideal place for families to live, work and thrive. Please visit [www.strongsville.org](http://www.strongsville.org) and learn more about the City of Strongsville.

**About the Payroll Supervisor Role:** As the payroll supervisor you will have the critical role in coordinating all time and attendance processing that includes implementing collective bargaining agreements, City Council legislation, and pension system reporting based on Federal, State and Municipal Laws as it relates to payroll.

The ideal candidate will have the following skills and experience:

- 3 years of public sector experience
- Understanding of payroll taxes, benefit deductions, and FLSA rules as pertaining to payroll.
- Knowledge of various timekeeping, payroll, and HRIS Systems with experience using the Kronos Timekeeping System preferred.
- Strong organization and communication skills
- Experience with interpreting and implementing union contracts as it relates to payroll.

If you are ready to become part of the City of Strongsville team, please send a cover letter and detailed resume to:

City of Strongsville  
Attn: Eric Dean, Finance Director  
16099 Foltz Parkway  
Strongsville, Ohio 44149

Or Email to: [eric.dean@strongsville.org](mailto:eric.dean@strongsville.org)

Salary is commensurate with experience.

The Deadline to apply: Friday, February 4, 2022.

The City of Strongsville is an Equal Opportunity Employer