



CITY OF | **UPPER  
ARLINGTON**

**CITY OF UPPER ARLINGTON  
invites applications for the position of:**

## **Payroll Administrator**

**SALARY:** \$23.70 - \$33.18 Hourly

**OPENING DATE:** 07/22/16

**CLOSING DATE:** 08/05/16 11:59 PM

### **DESCRIPTION:**

The City of Upper Arlington is seeking a full time Payroll Administrator. The position is responsible for planning and processing employee payroll for approximately 220 full time employees and an additional 200-250 seasonal employees throughout the year. The candidate should have the ability to work under pressure to meet tight deadlines, have the ability to plan and prioritize, and possess strong analytical skills.

### **EXAMPLES OF DUTIES:**

1. Plans and processes employee payroll (e.g., inputs new employees, processes payroll using a variety of systems, processes direct deposits, processes payroll deductions, processes retirement payments, files reports/time cards in accordance with established procedures); balances and closes out end of year payroll.
2. Compiles, balances, and reports (e.g., local government taxation reports ODJFS labor statistics reports, state tax reports, ODJFS supplemental payroll reports, federal tax reports, EEO-4 reports, tax report for school districts, Medicare 941, and W2s).
3. Performs various financial analyses of personnel costs and benefits and produces statistical reports of payroll function.
4. Researches and responds to a variety of requests from outside agencies.
5. Assists employees with coordinating benefits and changes in benefits; maintains data base and files for City benefits.
6. Performs various financial analyses of personnel costs and benefits and produces statistical reports of payroll function.
7. Confers with auditors regarding processing of payroll, documentation of deductions, and payroll files; stays abreast of federal and state payroll legislation.
8. Reviews and processes personnel action forms for completeness and enters into payroll system to ensure compliance with personnel rules, City ordinances, union contracts, IRS, FLSA, and Department of Labor; maintains employee's master files; creates accurate W2s for all employees; compiles and processes Worker's Compensation payroll form(s) for payment;
9. Maintains licenses and certifications as required, if any.
10. Demonstrates regular and predictable attendance.
11. Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.

### **OTHER DUTIES AND RESPONSIBILITIES:**

12. Performs other duties as required. (5%)

### **TYPICAL QUALIFICATIONS:**

Associate degree or equivalent from an accredited two-year college or technical school and two (2) to four (4) years of progressively responsible related experience; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Certified Payroll Professional desired.

**SUPPLEMENTAL INFORMATION:**

**KNOWLEDGE, SKILLS, AND ABILITIES: (\* indicates developed after employment).**

**Knowledge of:** \*City, Department, and Division goals and objectives; \*City, Department, and Division policies and procedures; \*personnel rules and regulations; workplace safety; bookkeeping; payroll practices and procedures; Workers' Compensation; payroll tax compliance; office practices and procedures; records management; personnel administration.

**Skill in:** computer operation; use of modern office equipment.

**Ability to:** carry out instructions in basic written, oral, or picture form; interpret a variety of instructions in basic written, oral, picture, or schedule form; deal with problems involving several variables within a familiar context; interpret extensive variety of technical material in books, journals, and manuals; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile reports; respond to routine inquiries from public and/or officials; communicate effectively; comprehend simple sentences with common vocabulary; understand a variety of written and/or verbal communications; arrange items in numerical or alphabetical order; sort items into categories according to established methods; \*maintain records according to established procedures; answer routine telephone inquiries; develop and maintain effective working relationships; travel to and gain access to work site.

**EQUIPMENT USED: The following are examples only and are not intended to be all inclusive.**

Personal computer, computer software (e.g., Microsoft Office); printer, copy machine, fax machine, other standard business office equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); occasionally required to stand, walk, stoop, kneel, crouch, or crawl on even and uneven surfaces; occasionally required to lift, carry, push, or pull objects 15 lbs. or less.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

**CITY VALUES:**

Incumbent must model the following established city values: Teamwork/Collaboration, Integrity, Service, Leadership, Communication, Growth, Professionalism & Ethics, and Fun.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.uaoh.net>

3600 Tremont Rd  
Upper Arlington, OH 43221

[hr@uaoh.net](mailto:hr@uaoh.net)

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Position #00147  
PAYROLL ADMINISTRATOR  
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