

## **Payroll Technician – Accounting Division**

The City of Huber Heights is seeking qualified applicants for the full-time position of Payroll Technician in the Accounting Division of the Finance Department. This position performs a broad range of payroll and administrative duties, including but not limited to, verifying and auditing all payroll documentation, processing bi-weekly payroll including the calculation and payment of all payroll taxes, pension and other payroll deductions, filing the appropriate monthly, quarterly and annual reports and tax returns, evaluating and issuing all purchase orders, and maintaining a purchase order and vendor list database. The hiring process will include screening of all applicants for pre-requisites and an oral interview(s) on a date to be determined. Prior to appointment, the successful candidate will submit to a background investigation, pre-employment drug screening, and a physical.

This position requires an Associate's Degree in Accounting or related field and four (4) years of progressively responsible experience in working with payroll and auditing; or an equivalent combination of education and experience to provide sufficient evidence of the successful performance of the essential functions of the job. Payroll experience with Local or County government involving union contracts preferred. The annual hourly pay range is \$20.75 - \$31.03/hour DOQ.

To be considered for the position, qualified applicants must submit **both** a resume and application by 5:00 p.m. September 1, 2023, to the City of Huber Heights, Human Resources Department, 6131 Taylorsville Road, Huber Heights, OH 45424 or apply online at [www.hhoh.org](http://www.hhoh.org). The City of Huber Heights is an Equal Opportunity Employer. Women and minorities are encouraged to apply.