



MAPLE HEIGHTS JOB OPENING

PAYROLL COORDINATOR

The City of Maple Heights is accepting applications for a full-time Payroll Coordinator reporting to the Finance Director. The Finance Department manages all facets of Finance including Payroll, Accounts Payables, Accounts Receivables, Budgeting, Forecasting, Expense Management, Cash Management, Audits, and Fixed Assets. The Coordinator is expected to manage several workflows, and to be cross-trained and proficient in all areas over time. The Coordinator interacts with and provides customer service to department heads, officials, city staff, and the general public.

Responsibilities: Coordinator is responsible for a variety of workflows in the department. Workflows include administering and documenting all salaries, wages, bonuses, deductions (payroll taxes, garnishments, OPERS, benefits), and workers compensation of all employees. Generating accounts receivable invoices, requisitions, purchase orders for internal approval & tracking, payable reports, and other reports requested. Accept all incoming payments from customers. Receive and verify invoices, log into accounting system, ensure proper accounting codes and timely payments. Maintain and process employee reimbursements, purchasing card entries, reconciliations, and proper accounting codes. Assist with cash flow entries, budgeting, forecasting, audits and other tasks as assigned.

Experience: The ideal candidate will have at least 3 years related accounting and/or finance experience, or an equivalent combination of education, experience and training which corresponds with the job responsibilities. Experience in fund accounting, auditing, and/or payroll management is preferred. Experience with Software Solutions Inc. Visual Intelligence Portfolio- VIP , or with enterprise resource planning (ERP) systems is preferred.

Qualifications: Accounting/Finance degree, background, or an equivalent combination of education, experience and training which corresponds with the job responsibilities (required). Strong Microsoft Office skills: Microsoft Word, Excel, and Outlook (required). Excellent interpersonal and communication skills with management, staff, and customer relations (required).

Additional Essential Job Duties/Qualifications: Exercise excellent customer service skills. Team-player who can also work independently. Attention to detail. Excellent communication and time management skills. Possess a high level of organizational ability, troubleshooting, problem solving, and creative/innovative thought processing skills. Understand office formats and procedures. Demonstrated leadership skills and ability to document and implement processes and procedures. Self-motivated and self-directed. Ability to multi-task and quickly adapt to new circumstances or juggle multiple daily tasks and deadlines.

Salary: \$40,000- \$65,873.60, commensurate with experience

Applications available at www.CityMapleHeights.com and City Hall - 5353 Lee Road, Maple Heights, OH 44137 attention HR or email to HR@MapleHeightsOhio.com. EOE, drug/smoke free workplace.

QUALIFIED RESIDENTS ARE ENCOURAGED TO APPLY