



JOB TITLE: CHIEF ACCOUNTANT - PAYROLL
DEPARTMENT: FINANCE
IMMEDIATE SUPERVISOR: DIRECTOR OF FINANCE
STATUS: FULL TIME, NON-EXEMPT, CLASSIFIED
UNION: AFSCME-Office Unit
CURRENT PAY RANGE: \$27.0504/hour (Per 2024 collective bargaining agreement)

POSITION SUMMARY

Ensures accurate, secure, and compliant processing of the City's payroll and performs other accounting-related tasks as required by the Finance Director.

ESSENTIAL DUTIES

- Processes bi-weekly payroll, special payments and pay adjustments for 500+ City employees, sets up new employees in the payroll system and calculates exiting employee's final payouts;
- Processes, compiles and files required bi-weekly, monthly and quarterly tax and pension reports;
- Assists with accounts receivable and payables;
- Complies and sorts documents, such as invoices and checks, substantiating business transactions;
- Verifies and posts details of business transactions such as funds received and disbursed;
- Computes and records charges and refunds;
- Data entry including entering vouchers, invoices, checks, account statements, reports and other record;
- Assists in reconciliation of bank statements and invoices;
- Reliable attendance;
- Communicates with management and employees on a regular basis;
- Ability to prioritize tasks;
- Organizes and expedites purchase requisitions for City Departments;
- Performs a full range of complex administrative support duties requiring discretion, judgment, and tact;
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE

- Associate's Degree (Bachelor's Degree preferred) in Accounting or related field and/or minimum of three (3) years public sector payroll experience required.
- Payroll processing experience strongly preferred.
- Experience with Software Solutions' Visual Intelligence Portfolio (VIP) software preferred.
- Experience with administration of Kronos timekeeping software is a plus.

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, etc.
- Strong knowledge of Microsoft Office especially MS Excel.
- Experience with public sector payroll and retirement systems (OPERS and OP&F) is preferred.
- Ability to read, understand, and follow union contracts for applying accurate calculations for various premiums, allowances, and bonuses.
- Strong aptitude for learning new software programs.
- Ability to apply common sense understanding to carry out instructions furnished in written or oral form.
- Ability to work with employees to answer questions and successfully resolve problems.
- Ability to consult with Finance Director and others to offer assistance, seek advice, and take direction.
- Ability to use office equipment, such as computer hardware and software applications, telephones, multifunctional devices, and other various electronics.
- Ability to clearly and concisely communicate orally and in writing.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the work environment will consist of normal office conditions however, while performing the duties of this job, the employee is regularly required to stand, sit, walk, reach with hands and arms, type, talk and hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee will frequently lift and/or move up to 20 pounds, and occasionally lift and/or move more than 50 pounds.

The noise level in the work environment is usually quiet to moderate.

The City of Twinsburg is an Equal Opportunity Employer.

Please apply at: <https://www.mytwinsburg.com/133/Job-Openings> or contact (330) 963-6320.

