

The Village of Newburgh Heights seeks to hire a part-time payroll clerk. The position will average 24 hours on a bi-weekly basis (16 hours during payroll week and 8 hours in alternate weeks).

### **Responsibilities**

- Manage payroll processing using municipal accounting payroll software (eGov or UAN preferred)
- Calculate pay according to hours worked incorporating leaves and overtime
- Calculate bonuses and commissions when appropriate
- Manage and calculate taxes and deductions
- Initiate periodical payments timely either by preparing and administering checks or making direct deposits through a bank payment system
- Update payroll records by entering adjustments on pay rates, employee status changes etc.
- Deal with concerns and questions regarding payroll from clients
- Investigate and resolve any discrepancies in payroll
- Prepare and submit reports with payroll information
- Other duties as assigned

### **Skills**

- 2-3 Years of proven experience as payroll clerk or payroll manager in a municipal/government entity preferred
- Familiarity with general accounting principles
- Experience in data collection, entry and reporting with great attention to detail and confidentiality
- Solid knowledge of relevant legislation, policies and regulations
- Computer savvy with working knowledge of relevant software
- Strong math and numerical skills
- Outstanding organizational and time management skills
- Excellent communication abilities with aptitude in problem-solving
- High school diploma or equivalent; BSc/BA in accounting/business administration is a plus

Compensation shall be \$24-\$28/hr. The successful candidate will report directly to the Fiscal Officer.

Submit letter of interest and resume electronically to Mayor Trevor K. Elkins at: [telkins@newburgh-oh.gov](mailto:telkins@newburgh-oh.gov)