



Union County Ohio

Budgetary Officer II - Payroll Specialist

SALARY	\$20.82 - \$31.23 Hourly	LOCATION	Marysville, OH
JOB TYPE	Full-Time	JOB NUMBER	00489
OFFICE	Auditor	DEPARTMENT	Budgetary
OPENING DATE	10/27/2025	CLOSING DATE	11/18/2025 11:59 PM Eastern
WORK SCHEDULE	M-F: 8:00am-4:30pm	SALARY INFORMATION	\$20.82/hr-\$31.23/hr

DESCRIPTION

The Union County Auditor is seeking a qualified and detail-oriented **Budgetary Officer II - Payroll Specialist** to provide comprehensive budgetary and payroll administration under the general supervision of the Chief Budgetary Officer. This position is responsible for processing all payroll activities, including benefits administration and OPERS reporting. Also assists with period-end closing and other fiscal/budgetary activities as assigned. The successful candidate will demonstrate accuracy, discretion, and a strong understanding of financial systems, including the Munis Budgetary System. This role offers and opportunity to contribute to the fiscal integrity and efficient operations of the County. If you meet the requirements below and would like to join a team dedicated to transparency, accountability, and service to our community, we encourage you to apply today!

QUALIFICATIONS

Completion of secondary education or equivalent, two (2) or four (4) year accounting degree is preferred; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities, specifically fund accounting, work experience in government finance. **High emphasis on experience with fund accounting**, specifically clear understanding of all aspects of **payroll processing**, OPERS, benefits plans, etc. **Current experience with Munis budgetary & payroll system is required. Mastery level preferred.** The best candidate will also possess a firm understanding of public finance. Must be able to meet bonding requirements of the state of Ohio. Must also be capable of passing a comprehensive pre-employment background check.

LICENSURE OR CERTIFICATION REQUIREMENTS:

N/A.

EQUIPMENT OPERATED:

The following are examples only and are not intended to be all inclusive:

Personal computer, computer software (e.g. Microsoft Office, other applicable computer software); 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.

ESSENTIAL FUNCTIONS

(1) Processes bi-weekly payroll for county employees in accordance with established policies, procedures, and timelines, including employee benefit programs. Maintains accurate payroll records, ensuring compliance with federal, state, and local regulations. Prepares and submits payroll-related reports, including OPERS, tax withholdings, and benefit deductions. Provides support and guidance to departments and employees regarding payroll inquiries and procedures. Audits payroll transactions for accuracy and resolves discrepancies promptly.

(2) Assists in other areas of the budgetary department, as needed, such as payroll balancing, year-end, system training, reconciling invoices, etc.

(3) Utilizes the Munis Budgetary System to enter, review, and verify financial and payroll data. Participates in system updates, testing, and training related to payroll and budgetary operations.

(4) Maintains strict confidentiality of employee and financial information.

(5) Performs related duties as assigned by the Chief Budgetary Officer.

(6) Attends staff meetings as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS

Knowledge of: *Payroll processing, *County, Department, and Division goals and objectives; *County, Department, and Division policies and procedures; *personnel rules and regulations; real estate; data processing techniques and procedures; *office practices and procedures; Ohio Revised Code (real estate); bookkeeping; Benefits Administration.

Skill in: computer operation; use of modern office equipment; **proficiency with Munis budgetary system.**

Ability to: develop and maintain effective working relationships; perform job safely; interpret a variety of instructions in written, oral, picture, or schedule form; exercise independent judgment and discretion; apply management principles to solve agency problems; define problems, collect data, establish facts, and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare accurate and concise reports; sorts items into categories according to established methods; communicate effectively in oral and written form; resolve complaints from angry citizens; understand Munis budgetary system, governmental accounting procedures, governmental seasonal reporting requirements, and Ohio laws pertaining to such.

POSITIONS DIRECTLY SUPERVISED:

N/A.

Employer

Union County Ohio

Address

233 W. Sixth Street

Marysville, Ohio, 43040

Phone

937-645-3008

Website

<https://www.unioncountyohio.gov/>