

Payroll and Accounting Administrator

POSITION TITLE: Payroll and Accounting Administrator

DEPARTMENT: Finance

FLSA STATUS: Non-Exempt

SALARY RANGE: \$27.91

REPORTS TO: Director of Finance

(Annual Step Increases on Anniversary Date for 2nd and 3rd Year Worked)

JOB 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 JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Responsible for accurately processing bi-weekly and monthly payroll, special payments, and pay adjustments for 200+ City employees. Which includes:
 - Review timesheets for completeness, accuracy and compliance with laws, city ordinances, collective bargaining agreements, accounting principles, and Finance Department guidelines for reporting time worked, time accrued, and time off taken.
 - Accurately process data into the payroll processing software (ADP) and corresponding payroll worksheets.
 - Produce and review preliminary payroll register; making corrections if necessary
 - Electronically transmit payroll files and other various required payroll related files
 - Maintains confidential wage information along with payroll deductions such as court ordered support payments, wage garnishments, deferred compensation and credit union deductions.
 - Prepare and process all payroll data changes and updates as required including step increases, raises, and new hires.
 - Accurately generate all special pay data information including items such as payouts, clothing allowance, and education payments.
 - Implements all labor contracts (CBA's) and salary/benefit ordinances to ensure proper and accurate processing of payroll per the current rules/regulations
- Processes, Compiles, Maintains and Files required bi-weekly, monthly, quarterly, and annual taxes including annual W-2's, along with the required employee directed deductions of deferred compensation, union dues, garnishments, HSA, and child support orders.
- Responsible for the monthly creation and accurate filing of Pension Reports (OPERS and OP&F), along with processing the required employee and employer pension payments.
- Maintain all leave balances including balances such as vacation, sick, personal, accumulated overtime, and holiday, which requires the processing of various computer-generated reports in ADP and updating excel spreadsheets/files.
- Processes all medical enrollment changes in the payroll system (ADP) including HSA employee directed deductions, along with posting the employer HSA contributions.
- Effectively and clearly communicates and interacts with management and employees on a regular basis for payroll and personnel matters.
- Responsible for maintaining all payroll files.

ESSENTIAL JOB FUNCTIONS (Continued):

- Assist with the bi-weekly and monthly posting of payroll expenditures in the financial software system (Munis)
- Assist with the processing of purchase order requisitions ensuring to adhere to the purchasing policy and annual budget limits
- Assist with weekly processing of invoices and warrants (check payments) to vendors
- Assist Finance Director in collating information requested by the auditors during the annual audit period.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- State and Federal employment laws and regulations
- Fundamentals of labor contracts (CBA's) between City of North Royalton and all Collective Bargaining Units
- Fundamentals of payroll processing and benefit plans
- Standard office equipment including computers and related software for word processing and producing reports and spreadsheets

Skills and Abilities:

- Must be detailed oriented and organized and have the ability to prioritize tasks.
- Demonstrative ability to identify payroll issues and display critical thinking in developing solutions.
- Interpret and apply laws, regulations, contracts and policies
- Communicate effectively with others, both verbally and in writing
- Apply mathematical concepts for wage computation
- Plan, schedule and organize multiple tasks
- Organize work in a logical and efficient manner
- Establish and maintain record-keeping systems
- Perform accurate and efficient data entry using a computer keyboard
- Develop and maintain effective working relationships with supervisors, co-workers and others
- Work within budgetary, procedural and/or policy guidelines and constraints
- Define problems, collect data, establish facts and recommend appropriate response or action
- Maintain confidentiality

QUALIFICATION, TRAINING, AND EXPERIENCE:

- Required
 - Two (2) year accounting degree or five (5) years' experience in payroll, municipal setting preferred
 - Exceptional attention to detail
 - Proficiency with Excel
 - Ability to work effectively with the Finance Department Staff, Director of Finance and other City Officials
- Preferred
 - Experience with ADP Software
 - Experience with Collective Bargaining Agreements
 - Experience with Payroll Processing Services

PHYSICAL DEMANDS AND WORK ENVIRONMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee must have the ability to work safely, to talk and/or hear effectively; walking, standing, sitting, use hands and fingers, handle, feel or operate objects, or controls; and reach with hands and arms. Occasionally required to sit for long periods of time at a computer terminal; to use a computer keyboard for long periods of time; to climb steps, or balance; attend long meetings. Must occasionally lift and/or move up to 10 pounds. The noise level in the work environment is usually quiet in the office.

An Equal Opportunity Employer

TO APPLY: Applications are available at www.northroyalton.org and City Hall, 14600 State Road, North Royalton, OH 44133 between 8:00am and 4:30pm. Completed applications can be dropped off at City Hall or emailed to hr@northroyalton.org.