

## Payroll Clerk

Starting Pay: \$25.70 per hour

Do you have payroll experience with web-based software administering benefit deductions, retirement plans, and appropriate tax withholdings?

Do you thrive in environments where accuracy, consistency, and compliance are critical?

The **City Green** is seeking a dedicated **Payroll Clerk** to join our Finance Department.

The City of Green Civil Service Commission will conduct an examination for this full-time position on Monday, October 13, 2025 at 6:00pm. The exam will take place at Raintree Golf & Event Center located at 4350 Mayfair Road, Uniontown, Ohio. **Application deadline is 4:00pm Friday, October 3, 2025.**

### What You'll Do:

- Administer biweekly payroll for City staff and monthly pay for elected officials
- Ensure compliance with federal, state, and municipal tax laws and benefit deductions
- Review and verify timekeeping data for accuracy and policy compliance
- Prepare and submit payroll tax filings and annual W-2 statements
- Coordinate with HR on benefit changes, new hires, and terminations
- Maintain up-to-date payroll records, including exemptions, deductions, and departmental changes
- Provide accurate wage and benefit data to support the City's annual budget and audit processes
- Assist with vacation, sick, and leave accrual tracking
- Respond to employee payroll inquiries with professionalism and clarity
- Support financial reporting, including contributions to the City's Comprehensive Annual Financial Report (CAFR)

### Education & Experience:

- High school diploma or GED required; Associate's Degree in Accounting preferred
- Coursework in accounting or payroll practices strongly encouraged
- Demonstrated experience with payroll systems, Microsoft Office (especially Excel), and electronic fund transfers
- Strong understanding of payroll tax laws, benefit deductions, and FLSA rules
- Familiarity with collective bargaining agreements and municipal payroll practices a plus
- Ability to interpret and apply financial policies, legislation, and audit requirements
- Strong organizational and communication skills

### Generous Benefits Include:

- Medical, Dental, Vision and Life Insurance
- 13 paid holidays (including one floating holiday)
- OPERS Pension
- Paid Vacation
- Paid Sick Time
- Tuition Reimbursement

**The City of Green is a Tobacco-Free Workplace. Applicants must be able to test negative for cotinine along with other drug and alcohol preplacement requirements.**

***Information submitted will be reviewed by the Commission to determine eligibility. Candidates must submit proof of education (copy of high school diploma, GED or college transcripts). Those failing***

***to meet minimum qualifications; or, who do not submit required documents when applying, will be disqualified and notified in writing.***

**Application:** For a complete job description and to complete an online application, visit [cityofgreen.org/183/Careers](http://cityofgreen.org/183/Careers). Documents can be emailed to [msvenson@cityofgreen.org](mailto:msvenson@cityofgreen.org) or mailed to 1755 Town Park Boulevard, PO Box 278, Green, OH 44232-0278 Attention Civil Service Commission.

***The City of Green is proud to be an equal opportunity employer. We value a diverse workplace and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, gender identities, veteran status, disability status, genetic information, or any other basis covered by appropriate law. We will provide reasonable accommodations during the employment process upon request.***