



The Village of Northfield is currently accepting applications for a **Finance Assistant and Lead Payroll Administrator**.

Brief Description of the Position: This position reports to the Director of Finance assisting in various departmental responsibilities listed below, with the primary focus leading the payroll-related functions for the Village in a confidential and professional manner.

Job Duties:

- Lead bi-weekly payroll verifying accurate calculation of wages, tax withholdings, and voluntary deductions.
- Ensure compliance with Federal and State regulations and multiple collective bargaining agreements.
- Maintain and update employee records responding to correspondences in a timely manner.
- Process payments for tax withholdings, voluntary deductions, and multiple pension groups.
- Administer record-keeping for leave accrual balances.
- Manage accounts payable activities such as processing payments to vendors.
- Participate in business process improvement projects.
- Train, communicate, and resolve issues with Village staff, Elected Officials, and all others as needed.
- Assist with special projects, filing, and administrative tasks for the department.
- Backup Finance Director as needed.
- Perform other related duties as required.

Qualifications:

- Bachelor's degree in accounting or other related discipline, plus direct payroll experience is required (preferably in local government).
- Experience in administering collective bargaining agreements.
- Adaptable with the ability to work independently handling multiple tasks/projects simultaneously.
- Attention to detail, excellent customer service, and problem-solving abilities.
- Regular, predictable attendance, especially during deadlines and busy season at year-end.
- Ability to express or exchange ideas and instruction clearly.

Work Environment: Office. Sedentary work: exerting negligible force; occasional walking and standing. Physical activity: climbing, stooping, kneeling, pushing, pulling, lifting and grasping.

Hours: 40 hours per week; Monday-Friday 8am-4pm (is flexible); evenings and weekends as needed.

Salary Range: \$33.65-\$38.46 per hour, depending on qualifications.

Please email finance@northfieldvillage-oh.gov if you are ready to become a part of the Village of Northfield team. Applications will be accepted until the position is filled.

- Completed [employment application](#)
- Cover letter
- Detailed resume

No phone calls, please

The Village of Northfield is an Equal Opportunity Employer