

### **JOB OPPORTUNITY**

We are looking for a detail-oriented individual who is coachable and utilizes effective communication to join our growing team!

Resumes will be accepted **May 23<sup>rd</sup> through June 3<sup>rd</sup>** (end of business day, 5 PM)

<b>JOB TITLE:</b>	<b>ACCOUNTING TECHNICIAN - Payroll</b>
<b>CLASSIFICATION:</b>	NON-EXEMPT
<b>GRADE:</b>	GRADE 8 (\$21.17 to \$30.61 per hour)
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>REPORTS TO:</b>	CHIEF FINANCIAL OFFICER
<b>LOCATION:</b>	BRECKSVILLE

**About the Role:** The purpose of this position is to process employees' paychecks by collecting all payroll data and timesheets. The duties include verifying employees' work hours and payment through the payroll system, issuing deductions, earnings and other statements to employees, interacting with Agency management as it relates to payroll and timesheet updates and updating payroll records regularly. This position is also responsible for new employee enrollment, updates and termination of Agency benefits for Agency staff and also assists with open enrollment. The position completes other reconciliations and accounting work to assist the Finance Team and is a back-up for the Agency receptionist.

**About RITA:** The Regional Income Tax Agency ("RITA") is a government (OPERS) employer that offers low monthly premiums for health benefits for employees, spouses and dependents and no monthly cost for dental and vision coverage. Additional benefits include paid vacation and paid sick leave. An additional 3 days of personal time are available each year on the employee's anniversary of date of hire.

**Work Environment:** You will be assigned to work out of RITA's Brecksville office. Our dress in the office is professionally casual – jeans are welcome. We thrive on collaborative work, and we are best as a team with each person doing their part.

### **EXAMPLES OF ESSENTIAL FUNCTIONS**

1. Processes regular bi-weekly and special payrolls for hourly and salaried employees. Reviews and imports hours from time and attendance system; gathers and verifies information from all departments for proper processing; enters tax and direct deposit information; administers garnishments in accordance with regulations; calculates and verifies deductions; and makes other adjustments to pay as necessary.
2. Processes benefit enrollments, cancellations and updates for all benefit programs on Agency and vendor systems; works with vendor to resolve issues.
3. Generates payroll reports for management.
4. Processes W-2's and other annual reporting requirements in a timely manner.
5. Implements and maintains payroll best practices to improve efficiency and consult with Human Resources Manager as needed.
6. Prepares and submits required quarterly payroll reports.
7. Maintains processes and follows Agency procedures to ensure compliance with federal, state and local payroll laws.
8. Maintains confidentiality of information exposed to during the performance of all job duties.
9. Answers basic questions from employees regarding pay and benefits. Directs additional/more complex questions to the Human Resources Manager, Accountant and/or Chief Financial Officer as required.

10. Utilizes a variety of standard office equipment, computer programs and computer systems in the completion of essential functions including but not limited to telephone, facsimile, photocopier, calculator, and personal computer with word processing, spreadsheet and/or database software, electronic mail system, accounting systems (VIP and Quickbooks) and RITAX®.
11. Performs other related work as assigned.

**About You:** Associate's degree with course work emphasis in business or accounting; supplemented by a minimum of two (2) years previous experience and/or training that includes payroll. Familiarity with general accounting principles. Experience in data collection, review and entry with great attention to detail and confidentiality. Outstanding organizational and time management skills. Ability to work independently in a time-sensitive environment.

**How to Apply:** Please submit your resume to [RITAJobs@ritaohio.com](mailto:RITAJobs@ritaohio.com) no later than 5 PM on June 3, 2022. Only qualified individuals being considered will be contacted for an interview.

*The Regional Income Tax Agency (Agency) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Agency will seek to provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Agency.*