



The City of Middleburg Heights is Currently Accepting Applications for:

Payroll Administrator

Brief Description of the Position: Under the direction of the Finance Director, the Payroll Administrator position performs all the payroll administrative procedures and payroll processing functions to ensure that City records are accurate and in compliance with established policies, procedures and accounting principles.

General Duties: The Payroll Administrator is responsible for preparing bi-weekly payroll and ensuring accuracy of time and attendance data, preparing payroll-related reports and reconciling deductions, maintaining accurate personnel records, pension reporting, and compliance reporting.

In addition to payroll administration, the Payroll Administrator is also responsible for HR generalist functions, including administering annual benefits open enrollment, assisting new employees with onboarding, and providing administrative and accounting support to the department.

Applicants must be able to work independently, manage multiple responsibilities, and possess excellent organizational and analytical skills. Punctuality and regular attendance shall be maintained during City Hall hours Monday through Friday 8:30 a.m. – 5:00 p.m. (40 hours per week).

Qualifications: The qualified applicant shall have at least an associate's degree in accounting and/or business administration and a minimum of three (3) years of payroll experience or an equivalent combination of education, training, and experience. The candidate must be able to obtain a Notary Public within (6) months of hire. Strong candidates will also have an extensive working knowledge of ADP payroll software, Microsoft Office products, and relevant labor laws.

Salary Range:

\$31.35 - \$36.85/hour

If you are ready to become part of the City of Middleburg Heights team, please send a cover letter and detailed resume to:

City of Middleburg Heights
Attn: Jason Stewart, Finance Director
15700 Bagley Road
Middleburg Heights, Ohio 44130

Or Email to: jstewart@middleburgheights.com

Applications will be accepted until the position is filled.

The City of Middleburg Heights is an Equal Opportunity Employer