



JOB POSTING NOTICE

Administrative Assistant-Payroll

Dennis M. Clough, Mayor

Position: Administrative Assistant-Payroll

Department: City of Westlake

Salary Range: \$27,500 - \$68,300 per year

Position Type: Full-time

Closing Date: City of Westlake Applications will be accepted until the position is filled

Job Description

Under the direction of the Finance Director, the individual in this position will process bi-weekly payroll using an in-house payroll module and perform routine clerical, bookkeeping, accounting, and administrative work in administering the payroll function of the city. Compiles payroll data to maintain payroll records.

Requirements:

- Working knowledge of modern governmental accounting theory, principles, and practices; considerable knowledge of internal control procedures and management information systems; working knowledge of office automation and computerized financial applications; some knowledge of public finance and fiscal planning; working knowledge of payroll and accounts payable functions; working knowledge of budgetary, accounting and reporting systems
- Ability to prepare and analyze complex financial reports
- Ability to maintain efficient and effective financial systems and procedures
- Ability to accurately account for city funds
- Ability to establish and maintain effective working relationships with employees, city officials
- Ability to communicate effectively, orally and in writing
- Pre-employment drug screening and background check required

Responsibilities:

- Prepares payroll and related payroll reporting requirements for Federal, State, and local laws.
- Prepares periodic reports; assists in the preparation of the Comprehensive Annual Financial Report and other State or Federal reports
- Assists the Finance Director and/or the Assistant Finance Director in the operation and maintenance of the City's central financial computing system
- Maintains employee master file
- Maintains payroll related employee leave records, such as sick or vacation leave
- Reviews wages computed and corrects errors to ensure accuracy of payroll.
- Assists in preparation of year-end reports
- Makes journal entries to balance and close monthly books in general ledger, revenue and expense accounts; reconciles general ledger and subsidiary accounts as directed
- Provides back-up to other related positions
- Other duties as assigned

Qualifications:

- A minimum of an Associate's degree in Accounting is required
- Two (2) years of related payroll experience including knowledge of payroll taxes and Ohio pension systems; or an equivalent combination of education and progressively responsible experience
- Ability to follow written and verbal instructions
- Ability to work independently and in a team environment

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to walk, sit, talk, hear, use hands to

touch, handle, feel or operate objects, tools, or controls, reach with hands and arms and bend over. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

- The employee must frequently lift and/or move 20 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderately noisy.

Selection Guidelines:

Formal application, rating of education and experience, oral interview, reference check and any related test to demonstrate the ability to perform essential duties may be required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as needed.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

To be considered for the position, applicants should email or mail completed City of Westlake employment application, resume, and cover letter detailing background and experience to:

Mail: City of Westlake
Human Resource Department
27700 Hilliard Boulevard
Westlake, OH 44145

Email: humanresources@cityofwestlake.org

Fax: 440-617-4299

[Download employment application form](#)

The City of Westlake is an Equal Opportunity Employer
www.cityofwestlake.org