



## ***City of Fairlawn, Ohio***

**3487 S. Smith Road Fairlawn, OH 44333**

**Phone: 330-668-9500 Fax: 330-668-9520**

### **Job Opportunity Announcement**

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#### **ADMINISTRATIVE FINANCE ASSISTANT**

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The City of Fairlawn is accepting applications for the full-time position of Administrative Finance Assistant. This position is responsible for processing the City's payroll transactions on a bi-weekly basis, including but not limited to: preparing and processing payroll checks and direct deposits; reporting and remitting employee taxes, pensions, and other deductions; and maintaining employee leave balances. Qualifications for this position include a high school diploma or equivalent and three years' experience in a bookkeeping position. College level coursework in bookkeeping may be substituted for up to two years' experience. Prior payroll experience and familiarity with Civica CMI's Authority Payroll software are preferred. The salary for the position starts at \$51,512.97 per year (negotiable depending on experience) and includes membership in the Ohio Public Employees Retirement System, paid leave, and health insurance coverage. A detailed job description and application form are available on the City's website at <http://fairlawn.us/jobs>. To be considered for the position, please email both an application and a resume to Assistant Finance Director Jake Kaufman at [kaufmanj@fairlawn.us](mailto:kaufmanj@fairlawn.us). Applications will be accepted until October 20, 2023.