



## POSITION DESCRIPTION

**Position Title:** Payroll Specialist

**Status:** Non-Exempt

**Reports To:** Finance Director

**Date:** December 22, 2021

**Pay Range:** \$21.00/hr. - \$27.00/hr.

**Purpose:** Prepares and maintains payroll, personnel and financial records and reports and assists with the implementation of compensation and benefit administration.

### Responsibilities

#### **Payroll Processing:**

Ensure complete and accurate payroll processing on a bi-weekly basis. This requires consistent interaction with park managers to ensure timecard accuracy.

Enters payroll data into the Franklin County payroll system (MUNIS).

Obtains approval for each bi-weekly payroll and is responsible for determining the exact amount to transfer to our Franklin County payroll account for each bi-weekly payroll.

Enters and posts the final payroll from MUNIS reports into financial management system BS&A Software.

Responds to employee payroll questions.

#### **Employee Data Management:**

Implements employee salary increases or adjustments.

Maintains Park District payroll records.

Maintains personnel records for change of address, W-4 forms, local and/or school district income taxes.

Prepares and maintains employment and separation from employment data.

Completes employment verification telephone inquiries.

Establishes and maintains new employee payroll records, including interface between onboarding software (NeoGov) and payroll software (MUNIS).

Tracks various accruals for employees.

#### **Employee Benefits Administration:**

Processes employee benefits and maintains related files.

Tracks employee monthly health care contribution by budget center and posts that information into BS&A Software.

Assists employees with benefit enrollment, claims, benefit changes and questions.

Monitors annual leave balances.

Assists with Workers' Compensation and Unemployment Compensation claims and maintains related records.

Coding and tracking of various types of leave (FMLA, Jury Duty, Military, Funeral, etc.)

#### **Accounts Receivable Duties:**

Prepares deposit tickets and deposits all checks received into the District bank account.

Determines correct general ledger coding and posts receipts into BS&A Software.

Tracks and posts monthly golf course and reservation revenue into BS&A Software.

Maintains cash journal tracking.

Maintains petty cash fund reporting.



**Financial Reporting and Other Duties**

Prepares and maintains reports related to compensation and benefits.  
Assists in the preparation of annual salary and benefits budget.  
Prepares monthly payroll reports and other reports as requested.  
Performs special projects and related duties as required or assigned.  
Serves as backup personnel for accounts payable staff.  
Assists with annual audit processes by generating and providing all payroll related schedules.  
All other duties as assigned.

**Supervision:**

**Received:** Finance Director

**Given:** None

**Additional Requirements/Qualifications**

Ensures confidentiality of records, including maintenance of locked files and safe.

**Education/Experience:**

Completion of secondary education (high school or GED)  
Specialized training or education such as completion of certification programs, technical school graduation, business college graduation, etc. is highly desirable.  
Some accounting or payroll experience required.  
Skills in fund accounting, data entry, payroll, accounts payable and receivables, personal computer operations. Intermediate Excel and Word skills.  
Excellent customer service, communications and interpersonal skills.

Preference given for experience with MUNIS payroll system and/or modules.  
Preference given for experience with BS&A Software.  
Preference given for a notary public.

**Team-Oriented:** Works on a team with the finance department staff. Outstanding customer service, communication and interpersonal skills.

**Attendance:** Being present at work is an essential function of the position.

**Technology Skills:** Demonstrated experience using computers, web-based programs, e-mail, internet, intranet, postage machine, Microsoft Office products, Adobe, fax machines, scanners, office and personal printers, multi-line phone systems, and basic office equipment. Ability to learn relevant computer programs.

**Language Skills:** Ability to communicate verbally and in writing with coworkers, supervisors, Franklin County employee benefits, insurance, fiscal, payroll and personnel offices, employee family members, companies and banks verifying employment, Human Resources personnel, Bureau of Employment Services representatives, Workers' Compensation Managed Care representatives, other insurance representatives etc. Communication occurs on a daily basis. Ability to answer employee questions about payroll and benefits and answer routine inquiries from the public. Ability to prepare and maintain accurate records; maintain confidentiality and effectively communicate with a variety of people.



**Mathematical Skills:** Ability to add, subtract, multiply, divide, calculate fractions, decimals and percentages. Ability to key large quantity of numbers accurately and to quickly find mistakes. Ability to understand relationships between numbers that require reconciliation. Accuracy in working with numbers is critical.

**Reasoning Ability:** Ability to carry out instructions; deal with problems involving few variables within a familiar context; ability to code items from one symbolic form to another and gather, collate, and classify information; ability to make sound decisions quickly and logically approach a situation. Ability to design and produce concise and accurate reports that provide team with meaningful data for decision-making. Ability to understand broad organizational objectives. Ability to read and understand manuals.

**Licenses, Registrations:** Possession of a valid Ohio driver license, insurable by the Park District's insurance carrier and ability to conform to the driving standards policy as approved by the Board of Park Commissioners. Notary Public license preferred.

**Physical Demands:** While performing the duties of this job, the employee is regularly required to sit for prolonged periods of time, walk/move, talk and hear. The employee is required to use hands and fingers to key data, use calculator, use computer and typewriter, file paperwork, etc.

**Work Environment:** While performing the regular duties of this job, the employee regularly works in an office environment.

**Any Additional Information:** Knowledge of city, state and federal employment laws, workers' compensation, unemployment, etc., and experience with computerized human resources and accounts payable systems. Ability to answer routine telephone inquiries from the public and employee questions regarding benefits, claims, earned time, etc. Ability to work with minimal supervision and to prioritize effectively. Knowledge of departmental policies and procedures. Maintains effective working relationships with coworkers, other professionals, the general public and public officials. Ability to work with the public in a courteous, positive and professional manner. Takes an inquisitive interest in the park district, its history, rules and regulations, and current events to best serve the public and their wide variety of inquiries.

The above Description represents the essential and most significant duties of this position. It is not intended to exclude other work duties, assignments and responsibilities not mentioned herein.

### Core Values

**Attendance:** Is at work as scheduled; reports to work on time; follows proper procedures for requesting leave or calling off.

**Policies & Procedures:** Follows established policies and procedures; inquires of supervisor if unclear on policy/procedure, includes following safety policies, procedures and protocols.

**Professionalism:** Handles the responsibilities of the position in an effective manner; maintains integrity and appropriate behavior in dealing with conflicts and challenges with the public, co-workers, and managers; offers differing points of view in an acceptable manner.

**Team Player:** Supports other members of the organization in accomplishing their goals and projects; recognizes and credits others for their contribution in achieving goals.

**Positive Attitude:** Supports Metro Parks established priorities at all times; cultivates team environment;



exhibits enthusiasm while carrying out responsibilities; looks for solutions to work conflicts and challenges.

**Productivity:** Thoroughly completes work in a timely manner; organizes and plans assignments well or follows supervisory instructions well with little explanation; follows-up as needed.

**Quality:** Demonstrates technical competence, meets job expectations; completes assignments with few errors.

**Initiative:** Does not wait to be told what to do; appropriately makes suggestions for improvements; does not hesitate when things do not go according to routine and quickly adjust to meet exceptions.

**Interpersonal Communication:** Interacts with others with tact and courtesy; communicates clearly and effectively; shares information with supervisor or coworkers to achieve goals; responsive to the public.

### To Apply

Metro Parks is committed to conserving natural resources and providing places and opportunities that encourage people to discover and experience nature. To accomplish this goal, a well-trained, dedicated and talented staff is necessary. Job opportunities are very diverse and encompass a wide variety of positions ranging from Park Technician to Naturalist and Park Ranger, as well as seasonal and internship opportunities. If you are interested in applying please click on the link below. Once you are directed to our Job Opportunities page click the **APPLY** button.

<https://www.governmentjobs.com/careers/metroparks/jobs/3357836/payroll-specialist?pagetype=jobOpportunitiesJobs>