

5021 Winners Circle Drive
Liberty Township, Ohio 45011



WE ARE HIRING

PAYROLL SPECIALIST

- \$24.69/hr - \$35.30/hr
- Up to 97.5% employer contribution towards medical plan
- 11 Paid Holidays

REQUIREMENTS:

- Graduate of accredited two-year college with a degree in accounting, finance, business or public administration, or a closely related field
- Three years of progressively responsible government payroll experience or an equivalent combination of education and experience
- Prior experience with Paycor is preferred

For more information or to download an application visit our
website



LIBERTY TOWNSHIP, BUTLER COUNTY, OHIO
FINANCE DEPARTMENT
POSITION DESCRIPTION

Job Title: Payroll Specialist
Department: Finance
Reports to: Assistant Finance Director
Pay Classification: Hourly, Nonexempt

Summary: Under the direction of the Assistant Finance Director, the Payroll Specialist is responsible for the Township's payroll processing and reporting; performs a variety of responsible tasks including preparing biweekly payroll - computes and verifies correct wage and deduction information on all payroll checks, prints and disburses payroll checks, and is also responsible for timely disbursement payments (including electronic transfer) of all withholdings, including taxes, pension, deferred compensation, direct deposit, credit union, health insurance, union dues, and other deductions as applicable.

Supervision Exercised: None

Education/Work Experience:

Minimum required:

- Graduate of accredited two-year college with a degree in accounting, finance, business or public administration, or a closely related field; and
- Three years of progressively responsible government payroll experience or an equivalent combination of education and experience.

Preferred:

- Experience using and/or configuring Paycor

Knowledge, Skills & Abilities:

- Valid Ohio Driver's License.
- Knowledge of payroll regulations and abilities.
- Knowledge of general laws, policies, and procedures in government.
- Knowledge of standard office equipment and accounting software.
- Ability to comprehend all union contracts and the Personnel Rules and Regulations.
- Ability to establish and maintain harmonious working relationships with department managers, and coworkers
- A high degree of integrity and good professional judgment.
- Ability to communicate effectively both orally and written.
- Ability to multi-task and prioritize work to meet deadlines
- Ability to maintain confidentiality of material
- Strong attention to detail and data accuracy

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; other duties may be assigned.

- Prepares biweekly payroll, verifying correct wage, deduction, and accrual information
- Prints checks
- Responsible for timely disbursement payments of all withholdings, including taxes, pension, deferred compensation, direct deposit, credit union, health insurance, union dues, and other deductions as applicable
- Maintains records on employee accrual and usage, including vacation, sick, personal and compensatory time balances. Responsible (in coordination with the Human Resource Office) regarding tracking accrual rate changes according to employee group and length of service
- Responsible for issuing miscellaneous payrolls and payments, including annual longevity payments, holiday pay, uniform allowance payments, and health insurance waiver payments
- Responsible for final paycheck calculations and payment upon termination or retirement of employees
- Maintains all records relating to Fair Labor Standards Act (FLSA), including timesheets and calculating various payments due according to FLSA
- Responsible for monthly balancing of the payroll ledger and bank account and issuing all related monthly disbursement payments
- Responsible for timely preparation of all monthly pension reports and employee contribution payments, and also all quarterly pension reports and employer contribution payments
- Responsible for preparing accurate annual W-2 forms to all employees and timely completion of all related annual tax reconciliation forms
- Certifies pension applications for new employees. Certifies and completes termination and retirement applications for former employees to the pension funds
- Creates and reconciles Ohio Public Employees Retirement System (OPERS) and Ohio Police and Fire Pension Fund (OP&FPF) files to transmit on the Internet
- Prepares miscellaneous wage and benefit reports and employment verifications as requested by employees, department heads, and other agencies
- Prepares and types a variety of reports and other correspondence as requested by the Assistant Finance Director and Assistant Township Administrator.
- Aids in all Worker's Compensation analysis including yearly true-up
- Tracking and reporting of the Liberty Township JEDD I
- Other duties as assigned

TEAMWORK AND PARTICIPATION

- Create ideas that improve production, organizational performance, or result in cost or time savings for the township.
- Become actively involved in decisions affecting work detail.
- Communicate in a positive and respectful manner with public officials, residents, co-workers, and other organizations.
- Demonstrate flexibility and cooperative attitude when faced with change.
- Demonstrate strong multi-tasking abilities.
- Strong team player

TOOLS AND EQUIPMENT

Personal computer, word processing and spreadsheet software, calculator, printers, copiers, telephone, and others.

PHYSICAL DEMANDS

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close 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 accommodation may be made to enable individuals with disabilities to perform essential functions. The duties of this job are performed inside a climate-controlled office setting.