

City of
Marion
Ohio

Affirmative Action Committee

Marion City Hall
233 West Center Street
Marion, Ohio 43302

December 23, 2021

TO WHOM IT MAY CONCERN:


The City of Marion has an immediate need to hire an individual for the following position in the **Auditor's Office**.

Payroll Specialist - This is a full-time, non-exempt position with a starting pay rate of \$16.99 per hour. The pay for this position tops out at \$22.63/hr. upon successful work performance and completion of 15-months of employment. Highlights of this job are listed below with a full job description attached.

- Note:**
- Responsible for accurate and timely processing of payroll for all city employees.
 - Must have high school diploma or GED, Associates degree preferred, with 5 years of experience and/or training required. A combination of education and experience may be considered.
 - Must be organized and knowledgeable in skills and use in accounting database software, payroll software, Work, and Excel.
 - Passing of a Background Check, Physical Examination, and Drug & Alcohol Tests are conditions of employment. Must not use any tobacco products.

Application Opening Date/Time: Monday, December 27, 2021 at 8:00 am
 Application Closing Date/Time: UNTIL FILLED
 Applications may be obtained from: Human Resources Office, 233 W. Center St., 3rd floor
 -OR- download from www.marionohio.us/employment

It is the policy of the City of Marion not to discriminate in the selection of candidates.


 Janell O'Neil
 City of Marion

Attachment

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|------------------------|----------------------|---------------|-----------------|-----------------|
| cc: Committee Members | Public Works | Auditor | IT | Probation |
| Support Data List (AA) | HRAA – O'Connor | Council | Law Director | Senior Center |
| Mayor | HRC – Mayes | Engineering | Municipal Court | Transit |
| Safety Director | City Hall – 3 Floors | Fire Dept – 3 | Parks | Utility Billing |
| Service Director | Airport | Garage | Police Dept | WWTP |

WHEN POSTING, PLEASE DISPLAY IN AN AREA ACCESSIBLE TO THE GENERAL PUBLIC.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF MARION, OHIO
Job Description

Job Title:	PAYROLL SPECIALIST
Department:	AUDITOR
Reports:	AUDITOR
FLSA Status:	Non-Exempt USWA 2A
Grade:	20
Prepared By:	H. R.
Prepared Date:	5-14-08

SUMMARY: Responsible to the Auditor for accurate, timely processing of payroll, including: processing time records; recording of hours worked by all employees; calculating payroll; issuing paychecks; compiling payroll statistics. Oversees the Tuition Trust Program and U.S. Savings Bond Program; coordinates the Section 125 Program (Flexible Spending Accounts) with insurance company. Works independently, exercising good judgment in the application of prescribed procedures/regulations in routine matters.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and other duties as assigned:

- Checks timecards, payroll summaries and other records to ensure accuracy; compiles payroll data such as: hours worked; overtime premium due; differential pay due; sick leave, holiday, comp time and vacation used; taxes, insurance, union dues and other payments to be withheld; enters data into computer files.
- Prepares and issues paychecks; corrects/adjusts errors as needed.
- Reviews Payroll Status Forms for rate of pay, job title, department for new hires; and changes of same for current employees; enters data into computer files and records on manual records
- Reviews computation of pay according to City policy, reviews and initiates step and longevity changes/increases; examines work for accuracy, neatness and conformance to policies and procedures.
- Prepares required information and forwards to appropriate State offices for initiating P.E.R.S. and O.P. & F. pension accounts.
- Issues written and oral instructions; initiates new Forms when necessary; studies and recommends procedural changes to improve efficiency of the payroll operation.
- Prepares periodic reports of earnings, taxes, and deductions; maintains payroll control records.
- Initiates records and coordinates Sick Leave Sellback pay annually.
- Maintains files and records to substantiate all payroll transactions.
- Participates in generating W-2 forms for employees.
- Operates all types of office equipment; composes and prepares routine correspondence; assists other office staff as needed; follows all work and safety rules and regulations.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill,

and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates degree (A.A.) or equivalent from two-year college or technical school with training in accounting, bookkeeping, and payroll systems preferred; or High School Diploma/G.E.D. with at least five (5) years related experience and/or training required.

Payroll Professional Certification with experience will be accepted.

Any other combination of education and experience which provides the required knowledge, skill and ability may be considered.

Language Skills: Ability to: read, analyze, and interpret general business periodicals, professional journals, payroll procedures, or government regulations; write reports, business correspondence, and procedure manuals; to effectively present information/respond to questions from supervisors, officials and employees.

Mathematical Skills: Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent; draw and interpret bar graphs; calculate figures and amounts such as: pay rates, overtime rates, etc.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form.

Computer Skills: Should have knowledge of and skill in use of computers, accounting database software, payroll systems; spreadsheet and Word software.

Certificates, Licenses, Registrations: Payroll Professional Certification from the American Payroll Association preferred.

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.

The employee is: regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear; occasionally required to climb or balance and stoop, kneel, crouch, or crawl; occasionally lift and/or move up to 50 pounds. Vision abilities include close, distance, color and peripheral vision; depth perception and 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 employee is: frequently exposed to moving mechanical parts; noise level is usually quiet to moderate.