

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF PAYROLL ADMINISTRATOR AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION AND DECLARING AN EMERGENCY.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Payroll Administrator be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Payroll Administrator shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance is hereby declared to be an emergency measure to begin the hiring process to adequately staff the Finance Department and bring optimal services to the residents of Avon Lake, thus for the health, safety, and welfare of the public. Therefore, this Ordinance shall be in full force and effect from and immediately after its passage and approval by the Mayor.

PASSED: 1/24/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 1/28/2022

APPROVED: 1/25/2022

ATTEST: /s/Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

**CITY OF AVON LAKE
POSITION DESCRIPTION
Payroll Administrator**

Job Title: Payroll Administrator
Department: Finance
Immediate Supervisor: Finance Director
Positions supervised: As determined by Finance Director
FLSA Status: Non-exempt
Bargaining Unit: N/A
Civil Service Status: Unclassified

JOB RESPONSIBILITIES

This position is responsible for the processing of bi-weekly payroll for approximately 150 full time, 75 regularly scheduled part-time and 225 seasonal employees and for the maintenance of personnel files, both current and historical. Other duties include but are not limited to the administration of employee benefits, pension reporting and 457 deferred compensation plans, preparation of GAAP schedules for yearly financial reporting and audits and cross-training with other positions within the Finance Department.

QUALIFICATIONS

- BS/BA degree in Finance, Accounting or Business; or a Commensurate level of directly related experience: Government experience a plus.
- Previous payroll experience, preferably in a governmental setting.
- Maturity and respect for confidentiality.
- Detail oriented.
- Strong oral and written communication skills.
- Proficiency with a ten key adding machine and Excel. Experience with New World Systems Software (NWS) preferred.

Ability to communicate effectively and diplomatically both orally and in written form(s); Ability to tailor communication style(s) to meet the audience including federal, state, and local entities; elected officials, community volunteers, potential developers, City staff and general public.

PHYSICAL REQUIREMENTS

Intermediate physical activity including lifting, bending, standing, reaching, etc. Working conditions include office setting and some storage area retrieval of information. May need to move files and/or boxes of various weight from shelves and/or other storage areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard and physical files.

All applicants must pass a background screening, drug test, and possess a valid State of Ohio Driver's License.

Knowledge of:

- Payroll processes using an automated integrated payroll system.
- Audit protocols for accuracy and input time cards and time sheets.
- Implementation of collective bargaining agreements and benefits for non-bargaining personnel with regard to pay ranges, special pay procedure, miscellaneous allowances as outlined by City ordinances.
- The preparation and maintenance of reports from the payroll system for general record keeping and for pension systems, deferred compensation 457 plan, banking and credit union information, worker's compensation, unemployment, union dues, federal, state, local and school system taxes, child support, COBRA, garnishment reporting and any other payroll dependent purposes.
- Adding, amending and/or terminating employee records for purposes within the payroll system and related pension reports, healthcare rosters and voluntary deduction purposes.
- Appropriate protocols for maintaining employee payroll files, both current and historical, including requisite documents for record retention purposes as well as financial audits, including, but not limited to, pertinent identification records, bank information, W-4 and other withholding tax forms, injury reports, signed letters including employment dates and rate adjustments.
- Reporting and invoicing for Community Diversion and COPS.
- Preparation of annual W-2's and requisite Federal, State and Local reporting requirements related to income, Medicare and Unemployment taxes.
- Annual U.S. Census report preparation.
- Preparation of Excel reports, documented with system backup used for GAAP preparation of annual financial statements for accrual and contingent liability purposes.

Salary range - As determined by Codified Ordinances.

Benefits - As determined by Codified Ordinances.