Position Title: Payroll Administrator
Department: Auditor Fiscal
Supervised By: Chief Deputy Auditor

Please e-mail your resume to the Clinton County Auditor, Terence Habermehl;
habermehltg@clintoncountyohio.us

Nature of Work:

- The primary purpose of the Payroll Administrator position is to manage and maintain full operational responsibility for all County payroll processing functions, including the preparation, reconciliation, and finalization of all bi-weekly and special payrolls. This position ensures compliance with all applicable local, state, and federal laws and regulations related to payroll and employee compensation.
- The Payroll Administrator serves as the primary point of contact for all payroll-related matters and provides oversight, guidance, and support to departmental payroll clerks. This position is responsible for ensuring all payroll-related reporting, filings, payments, and reconciliations are completed accurately and within required deadlines.
- This position operates with a high level of independence and accountability while maintaining proper internal controls and segregation of duties, particularly related to payroll system configuration and administrative access.
- This position is identified as a critical function within the County's Disaster Recovery and Continuity of Operations Plan. As payroll is a primary responsibility of the Auditor's Office, this role must ensure payroll continuity under all circumstances, including emergency or disrupted operations, and be prepared to perform all required duties remotely or from alternate locations as needed.

Duties:

- Prepares, processes, reviews, and finalizes all bi-weekly and special payrolls for the County, ensuring accuracy, completeness, and timeliness.
- Reviews, analyzes, and reconciles payroll journals, reports, and supporting documentation prior to payroll release.
- Ensures compliance with all applicable federal, state, and local payroll laws, regulations, and reporting requirements.

- Completes and submits all required payroll-related tax filings and payments, including federal, state, school district, and municipal withholdings.
- Prepares and files annual payroll reporting, including W-2 and 1095-C (ACA) forms, ensuring compliance with IRS and applicable regulatory requirements.
- Completes and submits all required reports and payments related to unemployment, pension systems (e.g., OPERS), and other mandated programs.
- Submits required state and federal reports, including but not limited to ODJFS New Hire reporting.
- Manages and ensures timely and accurate processing of all payroll deductions, including deferred compensation, insurance, union dues, garnishments, and other withholdings.
- Performs and oversees all payroll-related reconciliations, ensuring all liabilities, payments, and general ledger postings are accurate and complete.
- Assists in the development, implementation, and monitoring of internal controls related to payroll processes to ensure compliance and mitigate risk.
- Serves as the primary contact for departmental payroll clerks, providing training, guidance, and resolution of payroll-related issues.
- Coordinates with other fiscal functions, including accounts payable, general ledger, and audit preparation, as needed.
- Assists with audit requests and provides necessary documentation and explanations related to payroll.
- Maintains confidentiality of all payroll and personnel-related information.
- Performs administrative duties as required and may assume responsibility in the absence of the supervisor.
- Performs other duties as assigned.

Qualifications:

- Bachelor's degree in accounting, finance, or related field preferred, or equivalent combination of education and extensive payroll experience.
- Minimum of 5 years of progressively responsible payroll experience, preferably in a governmental environment.

- Strong knowledge of payroll laws and regulations, including IRS, FLSA, ACA, and state requirements.
- Experience with payroll systems and ERP software (Munis experience preferred).
- Advanced proficiency in Microsoft Excel and strong analytical skills required.
- Strong attention to detail, accuracy, and ability to meet strict deadlines.

Job Location and Conditions:

- This is a salaried, exempt position. Work hours are based on operational needs and deadlines rather than a fixed schedule.
- Standard office hours are 8:00 am to 4:30 pm, Monday through Friday; however, additional hours beyond 40 per week are expected as necessary to meet payroll processing deadlines and reporting requirements.
- Schedule flexibility is required to accommodate workload demands, particularly during payroll processing, reporting periods, and year-end activities.
- Requires occasional work at outside locations throughout the County as well as travel outside the County.
- May be assigned to report at a different time and location and to perform different duties as necessary.
- May be required to work during emergency conditions.
- Duties are performed primarily in an office setting.
- Performs work safely in accordance with established policies.
- This is an unclassified, salaried position pursuant to Ohio Revised Code Section 124.11(A)(8).
- Pre-employment drug screen.
- Valid Ohio Driver's License.
- Proof of insurance for privately owned vehicle (POV).
- Occasional travel using POV.

Mental Abilities:

- Must have the ability to understand and follow complex oral and written instructions and to develop and implement procedures.
- Must have the ability to analyze data, identify discrepancies, and resolve issues independently using sound judgment.

Verbal Abilities:

- Speaking/Talking: Must have the ability to communicate effectively with county, state, and federal officials; communicate with the general public; communicate with vendors, supervisors, and other employees.

Physical Demands:
Strength: Must have the ability to lift 50lbs.
Climbing: Climbing steps and/or ladders may be required.
Standing, sitting, walking, running: *Must* have the ability to stand for extended periods, occasionally walk or sit for extended periods. Must have the ability to walk on flat terrain and climb stairs. Running is not an essential function of this position.
Stooping, kneeling, crouching, and/or crawling: Must have the ability to bend forward or down from the middle of the waist or middle of the back, to bend downward, to bend at the knees and lower oneself to a crouching position, to lower oneself and/or move freely on hands and knees.
Reaching, handling, manual dexterity and/or feeling: Must have the ability to frequently stretch out, extend, or put forth a body part; to touch or grasp something by extending or stretching; to touch, lift, hold or operate with hands.
Seeing: Must have the ability to perceive or comprehend by the sense of sight. Necessary characteristics include focus (distinctness or clarity).

Driving:
Position requires the ability to drive. Occasional travel is required and may require the use of incumbent's personally owned vehicle (POV). Proof of insurance for POV is also required.

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