

Jackson Township, a rapidly growing Township in southwest Franklin County is seeking a qualified professional to join our team as a Payroll Specialist. The qualified person will be responsible for processing payroll accurately and timely for 100+ employees, ensuring compliance with all applicable laws and regulations. This role requires strong analytical skills, attention to detail, and the ability to work independently.

Responsibilities:

Must be able to effectively & timely perform payroll & accounting functions for all Township employees using a payroll software system. Illustrative duties may include:

- Checking timesheets for accuracy;
- Calculating withholdings and deductions for accurate payment of wages;
- Preparing bi-weekly payroll checks and associated reports;
- Acquiring all necessary signatures to distribute payroll;
- Answering and directing inquiries from employees on payroll matters;
- Maintaining confidential personnel files, reports and correspondence;
- Preparing routine correspondence, memos, departmental documents and reports;
- Maintaining both physical files and records and computer data files;
- Establishing records for new hires and security of records for retired employees;
- Performing computer data entry and programming of payroll software;
- Maintain and use office equipment, order and replenish office supplies;
- Other duties as determined by the Township Administrator.

Qualifications:

- 3+ years' payroll experience, required
- Proficient in Microsoft Office products, including Excel, Outlook, Word, required
- Solid understanding of finance and accounting practices, required
- Strong financial analysis skills, required
- Bachelor's degree in Accounting or Finance, preferred
- Experience working in Paycor, preferred
- Experience with systems implementation and conversions, preferred

Job Type: Full-Time

Starting Pay: \$25.89 per hour with guaranteed steps in pay for first four years.

Benefits:

- Eligible for Ohio Public Employee Retirement System (PERS)
- Health insurance
- Dental insurance
- Vision insurance
- Employee assistance program
- Life insurance
- Paid time off
- Professional development assistance

Schedule: 8-hour shift, Day shift, Monday through Friday

Work Location: In person at 3756 Hoover Road Grove City, OH 43123

Jackson Township is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

Please send resume and references to [HR@jacksontwp.org](mailto:HR@jacksontwp.org) by May 22, 2024. First round candidate interviews will begin in June.