

Applications are being accepted for a full-time Payroll Officer for the Lorain County Auditor's Office.

**Responsibilities include (but not limited to) the following:**

- Enters data used in the preparing and producing of payroll.
- Verifies and reconciles payroll register computer output.
- Maintains and updates all payroll information contained in computer database.
- Prepares and distributes insurance payments.
- Prepares tax withholding deposits.
- Prepares wage garnishments and child support.
- Prepares Disbursements and charge backs to the proper fund accounts.
- Compiles data for reports to other governmental agencies.
- Prepares, produces, and verifies data input/output for W-2 forms.
- Records daily attendance for all departments.

**Knowledge and Experience**

- Minimum of two to five years of relevant experience, Bachelor's degree preferred.
- ADP Experience preferred.
- Knowledge of Microsoft Office Suite.
- Knowledge of federal, state, and local tax laws.
- Knowledge of government structure and process.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Deal with many variables and determine specific actions.
- Calculate fractions, decimals, and percentages.
- Maintain accurate records.
- Communicate effectively.
- Ability to be a self-starter and strong contributing member of the Payroll team.
- Ability to prepare meaningful, concise, and accurate reports.

Excellent health, dental, prescription drug and vision plan; paid vacation and sick days; outstanding retirement plan and longevity. Core hours are 8:00 to 4:30 Monday through Friday, overtime required when necessary. For consideration, please email resume, including salary history and requirements to: [auditor@lcauditor.com](mailto:auditor@lcauditor.com).