

HR/ PAYROLL ADMINISTRATIVE ASSISTANT
DATE: October 15, 2026
JOB OPENING – EASTLAKE FINANCE DEPARTMENT

POSITION: HR/Payroll Administrative Assistant - Finance Department

Under direct supervision, administers and performs the pay benefits operations in the Finance Department for the City of Eastlake, involving the processing of time and earnings records of all City employees, resulting in the biweekly and/or monthly distribution of payroll checks. Prepares various reports and payments for filing/transmittal to the banks, credit unions, unions, pension providers and governmental agencies. Handles confidential information in regards to payroll, health insurance, leave absences, tax management, and other personnel function as necessary. May provide assistance in other areas of general accounting or benefit administration.

Essential functions

Performs all regular duties associated with the overall preparation of the City's payroll including, but not limited to, all relevant functions in the total generation and distribution of the entire payroll for all employees. Performs routine clerical support and assistance to the Finance Director and team members, as well as research and correspondence for a variety of requests.

Pre-audits input data and verifies authenticity of output in payroll and file maintenance. Ensures accurate preparation and balancing of bi-weekly and special payroll balance sheets and summaries. Reviews approved action forms to determine name, rate of pay, bargaining unit status of new hires, wage rate, hour changes and termination/leave of absence, transactions of other employees. Develops individual employee screens with all necessary data when required. Prepares appropriate input sheets and entries reflecting vacation, sick leave, longevity, holidays, overtime, wage assignments/garnishees, and all voluntary deductions; investigates questionable entries as necessary. Prepares, generates and distributes all W-2's annually.

Is totally familiar with details of union contracts and codified ordinances that relate to payroll and makes certain that employee paychecks conform to provisions of both. Has timely knowledge and practical experience with FLSA and understands both non-exempt and exempt applications of same. Verifies for correctness all charges to labor accounts. Prepares, when required, 37-month police retirement report.

Participates in the evaluation of computerized payroll system products and companies and makes appropriate recommendations. May act as liaison with the outside computer payroll processing company for problem solving and error correction. Is responsible for direct deposit program including setup, necessary modifications and wire transfers. Also facilitates the wire transfer of required funds to credit unions and the appropriate taxing authorities, federal, state and local.

Compiles new employee binders with all related payroll and benefits. Ensures pay and deductions checks, stuffs individual pay envelopes and distributes appropriately. Provides assistance to individual employees with specific payroll concerns. Responsible for drafting final/ termination payouts. Maintains a variety of personnel lists. Work

closely with the Finance Director on pay specialties no limited to retro pay for all departments.

Assumes responsibility for all nonroutine unscheduled payroll transactions including voiding unused checks, issued stop payment orders, issuing replacement checks and preparing data for hand-drawn checks of emergency leaves, terminations and late vacations, prepares input data for automatic bank reconciliation program.

Is responsible for all information deemed necessary for any and all pension organizations, on a timely basis, including all new applications, employment changes or modifications, repurchase issues. May draft payroll policy and procedural materials. Will maintain sufficient supply of necessary and timely forms and reconciliation of monthly payroll check.

Administers City hospitalization benefits including changes and COBRA notices.

Minimum Qualifications:

High school diploma or its equivalent (GED) and experience in government accounting and payroll, three years current payroll and bookkeeping experience, or an equivalent combination of experience sufficient to successfully perform the essential duties of the job, such as those listed above. Must be bondable.

Knowledge Required:

A working knowledge of modern governmental bookkeeping, accounting practices and payroll. Considerable knowledge of most current office and computer practices and programs, strong numerical and clerical aptitude.

Knowledge of information systems, their methods, information storage and retrieval, information entry and formulation techniques. Knowledge of basic record keeping practices. Knowledge of most office machines and equipment, computer terminal, printer, typewriter, copy machine, calculator, adding machine, etc.

Skills Required:

Ability to perform a volume of numerically detailed tasks with speed and accuracy, to make difficult mathematical computations with and without mechanical assistance (operate a calculator by touch).

Skill and ability to understand and follow complex oral and written instructions and technical or legal terminology. Ability to prepare financial and other records in a systematic, neat, legible manner.

Skill and ability to develop and maintain effective working relationships with associates, city officials and general public.

Must be able to handle highly confidential matters.

Physical Activities/Requirements:

Reaching, sitting, lifting, fingering, grasping, talking, hearing, seeing, repetitive motions, walking.

Light work: Usually exerts up to 15 pounds of force or less and/or negligible amount of force to move objects. Occasionally may exert up to 35 pounds of force. Typical and usual office working conditions.

PROBATIONARY PERIOD: 90 days .

SALARY WILL BE BASED ON EXPERIENCE

RETURN RESUMES TO: Finance Director, cschindel@eastlakeohio.com