### Payroll Administrator
OhioMeansJobs Post #274657017

**Position:**

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<th>Job Description:</th>
<th>The Ashtabula County Auditor’s Office is Hiring a Payroll Administrator</th>
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<td><strong>Essential functions of the position:</strong></td>
<td>Oversees and processes payroll and employment documents for all Ashtabula County offices, departments, and other entities for which the County Auditor acts as a fiscal agent. This includes, but is not limited to, updating employee records, processing bi-weekly payroll, and balancing and distributing year-end W-2 forms; Withholds and submits to the proper taxing authorities’ various payroll taxes such as federal, state, school district, and municipal taxes.; Withholds retirement contributions and remits to OPERS and other retirement systems as appropriate. Withholds and distributes other employee charges such as garnishments or voluntary contributions.; Inputs supplemental employee benefits such as optional dental plans.; Reviews departmental input and prepares wage reports for the unemployment program.; Serves as the county’s principal coordinator with OPERS and other retirement systems. This includes assisting employees with issues regarding retirement plans, preparing numerous monthly, quarterly, and annual reports, maintaining local retirement-related information, staying informed of ongoing changes required by the retirement systems, and many other similar responsibilities.; Prepares appropriate payroll reports for management purposes.; Operates as a consultant to County and Agency department heads and employees on a wide range of payroll and employment-related issues.; Assures proper retention and destruction of payroll materials and records. Performs data entry and assures proper storage of court warrants.; Manages the fixed asset inventory for all county departments, agencies, and offices. Maintains fixed asset records and assures that the records are fully updated at least annually.; Checks, enters, and disburses accounts payable items as needed and as time permits.; Creates and maintains vendor numbers.; manages County unclaimed funds.</td>
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<td><strong>Desired skills:</strong></td>
<td>Completion of an Associate degree in: Business, Finance, or a similar degree from an accredited college or university; or any equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities.</td>
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**How to apply:**

Resumes with cover letter of intent should be forwarded to:

ATTN: Auditor’s Office  
25 West Jefferson St  
Jefferson Ohio 44041  
Or  
audtior@ashtabulacounty.us

**OPEN DATE**  
6/12/2024

**CLOSE DATE**  
7/12/2024

If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs-Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs.
Thank you and best of luck
OhioMeansJobs Ashtabula County

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