



Job Description

Accountant

The Accountant is responsible for administering and processing municipal payroll, supporting the Finance Department in daily accounting operations, and providing limited support to Human Resources functions as they relate to payroll, benefits, and employee compensation. This position ensures accurate financial reporting, compliance with federal, state, and local regulations, and adherence to City policies and procedures.

Essential Duties and Responsibilities:

Payroll Administration

Process and administer all aspects of municipal payroll in accordance with federal, state, and local laws. Maintain accurate payroll records, including earnings, deductions, benefits, leave balances, and tax withholdings.

Prepare and file payroll tax reports and related filings (federal, state, and OPERS, as applicable). Coordinate with department heads regarding timesheets, overtime, and compensation adjustments. Respond to employee payroll-related inquiries in a timely and professional manner.

Accounting & Finance Support

Assist the Finance Director and Assistant Finance Director with daily, monthly, and annual accounting operations.

Assist with bank reconciliations and account reconciliations.

Support preparation of financial statements, reports, and budget documents.

Assist with annual audit preparation and respond to auditor inquiries.

Ensure compliance with Ohio Revised Code, municipal finance regulations, and Generally Accepted Accounting Principles (GAAP), as applicable.

Human Resources Support (Crossover Duties)

Assist with onboarding documentation related to payroll and benefits enrollment.

Maintain employee compensation and benefits records in coordination with HR.

Support administration of employee benefits, including health insurance, retirement contributions, and other deductions.

Track and reconcile leave balances in coordination with HR policies and union agreements.

Assist with reporting related to employee compensation and benefits.

Qualifications

Education and Experience

Bachelor's degree in Accounting, Finance, Business Administration, or related field preferred.

Minimum of two (2) years of accounting or payroll experience, preferably in municipal or public sector finance.

Experience with governmental accounting and fund accounting preferred.

Knowledge, Skills, and Abilities

Knowledge of payroll laws, tax regulations, and public sector accounting principles.

Proficiency in accounting and payroll software systems and Microsoft Office Suite, especially Excel.

Strong attention to detail and high level of accuracy.

Ability to maintain confidentiality and handle sensitive information.

Strong organizational skills and ability to manage multiple priorities.

Effective written and verbal communication skills.

The salary range for this position is \$50,000 to \$70,000

Applications will be accepted until the position is filled.

The City of Parma Heights is an Equal Opportunity Employer and a drug-free workplace. Pre-employment background and drug test is required.

The City of Parma Heights is a bedroom community, with a population of 20,863 as of the 2020 census. A southwestern suburb of Cleveland, it is surrounded on the north, east and south by the larger city of Parma. The cities of Brook Park and Middleburg Heights form most of the western border.

Please submit resumes electronically to **Finance@parmaheights.us**