



JOB DESCRIPTION – PAYROLL/ACCOUNTS RECEIVABLE CLERK

Mayfield Village is an equal opportunity employer and is committed to creating an inclusive environment for all employees.

Updated November 2022.

Position Title	PAYROLL/ACCOUNTS RECEIVABLE CLERK
Department	Finance
Hours	40 Hours/Week
Reports To	Director of Finance
Civil Service Status	Unclassified
FLSA Status	Non-Exempt (time and a half paid for hours over 40/week)
Probationary Period	12 Months
Salary Minimum	\$47,435.00
Salary Midpoint	\$56,545.00
Salary Maximum	\$65,655.00
Benefits	Mayfield Village offers a comprehensive benefits package including generous paid leave, excellent health care, dental and vision plans that provide access to a broad network of services, life insurance, and pension through the State of Ohio.
Relevant Legislation	Ord 2020-11

POSITION OBJECTIVE

Under the direction of the Director of Finance, the primary role of the Payroll/Accounts Receivable Clerk is to process employees' paychecks by collecting their payroll data and timesheets. Duties include verifying employee work hours and payment through the payroll system, issuing deductions, earnings and other statements to employees and updating payroll records regularly. This position also includes Accounts Receivable duties and includes ensuring that all incoming payments to Mayfield Village are properly received and processed.

ESSENTIAL FUNCTIONS

- Maintaining employee payroll information by collating, calculating and entering data.
- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and saving deductions.
- Preparing reports that include summaries of earnings, tax deductions, leave, compassionate leave and non-taxable wages.
- Calculating payroll liabilities by determining employee taxes, including federal and state income and social security tax, and calculating employer's payments for social security, unemployment and worker's compensation.
- Resolving payroll discrepancies and answering any employee payroll queries.
- Maintaining all payroll operations according to Village policies and procedures.

- Processing and issuing annual W-2 forms to employees.
- Preparing direct deposit and transmission to bank;
- Printing and distributing direct deposit pay stubs and paychecks to all departments;
- Balancing and transferring all pension information;
- Filing quarterly and annual payroll tax reports;
- Balancing monthly accounts payable bank statements;
- Maintaining personnel files and payroll records of employees to ensure accurate integration with payroll and benefit systems;
- Providing new and retiring employees with the necessary paperwork for payroll and any pension programs;
- Overseeing workers' compensation filings;
- Recording all Village revenues into the electronic financial reporting system and preparing the daily reconciliation of cash receipts;
- Ordering office supplies for all Departments;
- Cross-training in accounts payable procedures and undertaking these duties in the absence of the Accounts Payable Clerk;
- Maintaining awareness of current rules and regulations pertinent to payroll, retirement and benefits and ensuring the timeliness and accuracy of payroll;
- Attend meetings as required;
- Communicate relevant information to other Departments;
- Assist other Departments as needed; and
- Perform any other duties as required.

QUALIFICATIONS/PERFORMANCE STANDARDS

- Strong computer skills such as typing, system and software knowledge;
- Knowledge of wage withholding orders;
- Accurate data entry skills with great attention to detail;
- Excellent communication skills, both verbal and written, to communicate with employees regarding their issues and concerns;
- Sound decision-making skills;
- Ability to multitask in a stressful environment with specific deadlines;
- Ability to work independently in a time-sensitive environment; and
- Confidentiality and respect for the privacy of employee records.

WORKING CONDITIONS

- Considerable time is spent at a desk using a computer terminal and telephone.
- May be required to travel to other locations in and outside of Mayfield Village.
- May occasionally be required to lift up to 15 lbs.