

## **PAYROLL & BENEFITS SPECIALIST**

Financial Services Department

Non-Union position/Pay grade 3 - \$42,600.00 to \$53,275.00

Full-Time Salary position (37.50 hrs.)

Must be able to work a minimum of five 7.5-hour days based on operational need.

**Cleveland Public Library strives to be the driving force behind a powerful culture of learning that will inspire Clevelanders from all walks of life to continually learn, share, and seek out new knowledge.**

The successful applicant will be a self-directed professional with a strong work ethic, a collaborative work style, and the skill set to thrive in a welcoming service environment for patrons and staff.

**JOB SUMMARY:** This position is responsible for the day-to-day support and administration of the payroll and benefits administration functions.

**JOB REQUIREMENTS:** Education: High school diploma or GED. College coursework in accounting or bookkeeping preferred.

### **Experience:**

1-2 years' experience processing electronic payroll.

2 years' experience health and welfare benefits administration experience preferred, preferably including Family and Medical Leave.

### **Technical Expertise:**

Experience working with all levels within an organization is required.

Experience in public library, public-sector, and a union environment is preferred.

Familiarity with federal, state, local laws, Ohio Revised Code, and Ohio Administrative Code relating to payroll, payroll taxes, benefit administration and FMLA.

Ability to identify benefit and payroll issues.

Ability to apply Human Resource/Payroll policies and procedures and collective bargaining agreements.

Proficiency in MS Office or similar software is required. Relevant business management systems such as general ledger, HRIS, etc. Munis experience preferred.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Evaluation of this position is based primarily on performance of the following essential functions, which include, but are not limited to:

Process timely and accurately payroll, deductions, withholdings, payroll taxes, garnishments, employment verifications, and OPERS payments. Respond to employee inquiries.

Complete data entry related to processing and reporting in an electronic timekeeping system. This includes, but is not limited to make changes, hires terminations, etc.); enter or modify deductions; process electronic time records, proof data, identify and resolve incomplete or inaccurate records; print checks and direct deposit advice; etc.

Provide support to benefits administration including health and welfare benefits, retirement benefits, voluntary benefits, Family and Medical Leaves, COBRA, etc.

Assist with open enrollment; respond to routine inquiries; etc.

Create and disseminate reports or documents, including W-2s; tax filing, board reports, 1095s, government-required reports; vendor-required reporting; annual statements, etc.

Reconcile information as required.

Process payroll vendor payments.

Adjust vacation and sick accruals.

Prepare bank deposits.

Maintain paper and electronic records according to policies, procedures and records retention schedules.

Apply policies, procedures, rules, laws, collective bargaining agreements, etc. to assigned duties.

Performs other duties as assigned.