

JOB POSTING

POSITION: Part-Time Accounts Payable and Payroll Clerk

LOCATION: Perry Multi-County Juvenile Facility, 1625 Commerce Drive, New Lexington, Ohio 43764

Position Description:

Under the direct supervision of the facility Director, serves as Accounts Payable and Payroll Clerk for PMCJF. This position is primarily responsible for maintaining and tracking budget expenditures, processing payroll, leave balances, and needed fiscal reports to the Director, Auditors, and Commissioners. This position is part-time, 16-24 hours/week, with primary working days being Monday and Friday due to county submission deadlines for payroll and electronic voucher submission. Starting rate \$14.00 per hour.

Education/Experience: Associates degree in Business management or related field and/or a minimum of three (3) years paid professional experience in fiscal bookkeeping. Must be at least 21 years of age, have a valid driver's license, pass required background check, and drug screening.

Responsibilities

- Maintains and tracks all budget expenditures as they are incurred.
- Prepares and maintains all electronic purchase orders with County Auditor's Office for facility expenditures.
- Monitors balances on purchase orders and appropriation fund codes to ensure adequate balances and appropriates money to open purchase orders if necessary.
- Submits electronic vouchers weekly to County for payment of all facility expenditures.
- Records and deposits National School Lunch Association reimbursements with county auditor and reconciles food expenses with DYS budget.
- Transfer money between appropriation codes through county commissioners and DYS as needed.
- Prepares and submits pay-ins of income to the offices of the Auditor and Treasure and records all pay-ins in the receipt book
- Keeps a running balance of all funds and reconciles between DYS and county budgets
- Processes and submits bi-weekly payroll for the Facility (Calculates hours worked, sick, vacation, overtime, and holiday pay, if needed to figure total gross wages)
- Verifies sick and vacation balance reports for the Auditors on a monthly basis
- Monitor payroll software, time clock terminal, and employee ID cards
- Maintain schedules in payroll software
- Monitor hours of employees to comply with all Federally mandated work hour regulations
- Performs other duties as required by the Director

Skills

- Proven working experience as accounts payable clerk and payroll clerk
- Solid understanding of basic bookkeeping and accounting principles
- Proven ability to calculate, post, and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with Microsoft Excel spreadsheets
- Familiarity with scanning and uploading documents electronically
- High degree of accuracy and attention to detail, organization, and ability to work independently.

APPLICATION PROCESS:

Apply on indeed: <https://www.indeed.com/job/accounts-payable-and-payroll-clerk-a9a12c693eb109d9>

More information about our facility can be found at: www.pmcjf.com