

# Payroll Manager

## The Ohio Turnpike and Infrastructure Commission



If you want to accelerate your career growth, you need to stop thinking about today. Instead, think year one and beyond. Bring your talents and goals to one of Northern Ohio's vital resources and join the future of transportation.

If you are interested, here's what we can offer you:

- Salary range from \$67,577.64 - \$89,466.26 annually
- Excellent pension
- Excellent health care benefits
- Generous paid leaves
- Educational assistance and reimbursement

### Main Job Tasks and Responsibilities:

- Supervise payroll department employees
- Ensure accurate deduction and payments of all employee withholdings (i.e. taxes, retirement, insurance contributions, etc.)
- Oversee bi-weekly and monthly payroll processing for approximately 1,000 employees
- Provide training and assistance for all payroll related problems
- Prepare and reconcile weekly, monthly, quarterly, annual, and hoc payroll reports and tax returns
- Issue employee wage and tax statements (i.e. IRS Form W-2)
- Perform any other duties as may be assigned by the CFO/Comptroller and/or the Asst. Comptroller
- Prepare complex financial reports and statements
- Handle routine and sensitive inquiries
- Support internal and external payroll audits
- Oversee compliance of tax changes and legislation impacting payroll
- Oversee and assist with annual employee leave conversion accruals and payouts
- Maintain high levels of trust and confidentiality

### Education and Experience:

- High School diploma or GED; undergraduate degree in business or related field preferred
- Five (5) years of payroll experience required
- Analyzing, payroll agency policies and procedures
- Knowledge of all applicable local, state and federal rules and laws
- Public sector knowledge preferred
- Supervisory experience required

- Proficiency with computers
- Word, Excel and payroll/human resources business software required; Kronos and Empath experience preferred
- Must be accurate in all work completed, handle frequent interruptions and meet deadlines

Application Process:

Those interested may obtain a copy of the employment application [HERE](#). Individuals must print the application, fill out using a blue or black pen, and send it along with a cover letter and resume via U. S. mail to:

The Ohio Turnpike & Infrastructure Commission  
Attn: Human Resource Generalist  
Human Resources Department  
Reference Code: Payroll Manager  
682 Prospect Street  
Berea, Ohio 44017

**Applications will be received until position is filled.**

The Ohio Turnpike and Infrastructure Commission is an *Equal Opportunity Employer*