

# Lake County Auditor's Office

## Deputy Auditor - Deputy Auditor - Payroll

<b>Position Title:</b>	<b>Deputy Auditor – Payroll</b>	<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Supervisor:</b>	<b>Chief Deputy Auditor</b>	<b>Employment Status:</b>	<b>Full-Time</b>
<b>Wage:</b>	<b>Dependent on Experience/ Qualifications</b>	<b>Regular Hours:</b>	<b>8:00am – 4:30 pm Monday-Friday</b>

Send resumes to: [muber@lakecountyohio.gov](mailto:muber@lakecountyohio.gov)

### **JOB DESCRIPTION**

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#### **Summary/Objective**

Under the general direction of the Lake County Auditor, this position provides a wide variety of services to the public and other governmental entities.

This position is highly visible to the public and a strong sense of customer service must be always maintained. The Deputy Auditor – Payroll is responsible for: leading Bi-weekly processing of payroll; payroll status change administration; processing garnishments/child support orders; processing payroll taxes; maintaining Ohio Public Employee Retirement System (OPERS) information data for employees; payroll reporting; W2 processing; employment verifications; public records requests; and various other duties.

While individual employees may be assigned a specific area of general responsibility, all employees are expected to assist each other as needed, and with other miscellaneous tasks as assigned. This job description is not intended to provide a complete list of the duties that may be assigned to an employee.

#### **Essential Functions**

Reasonable accommodation may be able to enable individuals with disabilities to perform the essential functions.

1. Entering/Processing of payroll for Lake County government.
2. Entering all payroll changes- new employees, terminations, changes in wage, funds, scheduled hours, exemptions, insurance deductions, banking information, and other duties as necessary.
3. Processing garnishments and child support orders.
4. Entering and balancing biweekly payroll from department's listings.
5. Printing direct deposit stubs, payroll reports, listings, and sorting by department and filing bank file for direct deposit with bank.
6. Reporting new employees to Ohio New Hire Reporting website.
7. Establishing payroll tax liabilities based on form submission.
8. Filling and maintaining I-9 files for each employee.
9. Maintain employee status on OPERS website.
10. Reconciling payroll/withholdings bi-weekly and monthly and submitting payment as necessary.
11. Generating transfers and voids/reissues as required.
12. Administer the Auditor's office leave balances.
13. File monthly, quarterly and annual reporting to fulfill state and federal requirements.
14. Respond to public records requests when received.
15. Process and distribute W2's.

16. Complete employment verification requests.
17. Oversee payroll department functions.
18. Prepare OPERS monthly contribution reporting, payment, and census data compilation.
19. Set up meetings with deferred compensation representatives.
20. Assist with document retrieval and the audit functions.
21. Ensure elected officials' annual salary are in accordance with the Ohio Revised Code annually.
22. Maintain a high level of engagement with current and evolving governmental regulation on local, state and federal levels to assure timely implementation and compliance with existing developing law applying to payroll.
23. Establish credibility throughout the Lake County Auditor's office and Lake County as an effective member of a productive team.
24. Completes special projects as requested by Lake County Auditor.

### **Supervisory Responsibility**

This position has no supervisory responsibility. This position is under the direct supervision of the Chief Deputy Auditor.

### **Physical Demands**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

In order to perform required physical duties of working at a computer to input data and produce printouts; answer the phone; type; write/post to printouts and forms; use calculator; file ; retrieve items stored on shelves; retrieve mail from mail box; carry, move or lift supplies and materials; work with detailed documents and printed forms, the employee must be able to stand, walk, sit, talk or hear , use hands to finger, handle or feel, climb or balance, stoop, kneel, crouch or crawl

and reach with hands and arms; may occasionally be required to lift up to 25 pounds; and is required to be able to use close vision and adjust visual focus.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

This job operates in an administrative/management office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Ability to use /direct automated information systems to prepare financial data and produce required reports. As well as the ability to compose routine letters, memos and similar correspondence using word processing is required.

### **Preferred Education and Experience** *this position minimally require the following:*

1. Minimum of three (3) years' experience in accounting field, experience in accounts payable and/or payroll is a plus.
2. Associates degree is required. Bachelorette degree is a plus, from an accredited university with a major in accounting.
3. Strong customer service focused mindset. Demonstrates attention to detail; high need for precision and accuracy.
4. Demonstrated understanding of team and teamwork.

5. Experience in personal computer applications as related to business and accounting/payroll practices. Special emphasis on advanced knowledge in spreadsheet, word processing, and database programs related to use, application, and design for a high level of business.

### **Certificates and/or Licenses**

Must possess a valid Ohio Driver's License and a good driving record.

### **Required Training**

All Lake County Auditor's office employees shall be required to complete and maintain all general mandatory training. These may include, but are not limited to, emergency communications, workplace harassment, Ethics training and open records/ Sunshine training.

### **Other Duties**

Must abide by all laws and conduct all business in an ethical manner both personally and professionally. Ability to work irregular schedule. A pre-employment Background Check and Drug Test may be required. Perform related duties as apparent or assigned.

The employee is responsible to maintain confidentiality; follow chain of command; to work cooperatively and effectively with members of the public, other employees, related public agency staff, community businesses and service providers; to produce accurate and timely record keeping and reports as required by the position.

### **Send Resume to:**

People interested in the position should send resume to Michele Uber, Chief Deputy Auditor, at [muber@lakecountyohio.gov](mailto:muber@lakecountyohio.gov) or 105 Main Street, PO Box 490, Painesville, Ohio 44077 by July 1, 2026.

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***LAKE COUNTY AUDITOR'S OFFICE  
AN EQUAL OPPORTUNITY EMPLOYER***

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