



Human Resources

City of Middletown
One Donham Plaza
Middletown, Ohio 45042
Tel: 513-425-7934
FAX: 513-425-7929

June 10, 2022

**Payroll Administrator
Department of Finance**

The City of Middletown is accepting resumes for the position of Payroll Administrator. This position is responsible for managing and processing the City's payroll, including the associated record keeping and report preparation. This is administrative and limited supervisory work including making interpretations of a complex nature, recognizing potential problems and the administration of payroll according to bargaining contracts, local ordinances, and state and federal laws. Requirements: Associates Degree in Accounting, Finance or Business Administration and experience in accounting, payroll, or related field. This position requires a high degree of trust, confidence, reliance, integrity and the exercise of personal judgment. Salary Range: \$46,390 to \$61,111 annually with benefits. Please submit resume and work-related references to jobs@cityofmiddletown.org or mail to Human Resources, City of Middletown, One Donham Plaza, Middletown, Ohio 45042, or fax to 513-425-7929. For a full position description please visit our website at <http://www.cityofmiddletown.org/jobs>. Deadline to submit resume is Friday, June 24, 2022 at 5:00 p.m. EOE/Drug-free workplace.