



Payroll Administrator Position Description

Department: Clerk-Treasurer's Office
Position: Payroll Administrator
Job Category: PAT (Professional, Administration, Technological)
Status: Permanent, Full-Time
Scheduling: 40 Hours Weekly
FLSA Status: Non-Exempt
Date of Announcement: March 27, 2026
Application Deadline: Until position is filled

Job Summary:

Under the supervision of the Clerk-Treasurer and Deputy Clerk-Treasurer this position processes payroll for the City, Utilities and Pensioners. Maintains all employee related files, spreadsheets, and documents for various departments.

Essential Duties and Responsibilities:

The following is a list of duties that are normal for this position but not all-inclusive.

- Maintains and processes payroll information by collecting, calculating, and entering data for the city, utilities and pensioners in ADP software.
- Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, department transfers as needed.
- Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability.
- Maintains and updates service records.
- Resolves payroll discrepancies by collecting and analyzing information.
- Keeps the official record of time accrued for all employees.
- Provides payroll information to co-workers and employees.
- Validate with ADP the W2 and Form 941 information and ensure pension payment records balance with Form 945 and 1099R's.
- Maintains payroll operations by following policies and procedures.
- Maintains confidentiality of payroll operations.
- Contributes to team environment.
- Perform other related duties as required.

Minimum Training and Experience Required:

- High school diploma or equivalent and 3 to 5 years of work experience in payroll, accounting and computer applications; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- Experience with ADP payroll software preferred.

Minimum Physical and Mental Abilities:

- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, and reaching; ability to climb and balance; ability to engage in prolonged visual concentration while working at the computer.
- Ability to operate a variety of automated office machines including computers, calculator, copier, fax, and departmental computer software.

Supervisor Responsibilities

- Not applicable

Mathematical Ability:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, and measure data.

Language Ability and Interpersonal Communication:

- Ability to comprehend and correctly use a variety of informational documents including federal Form W-4 's and state tax forms, invoice billings, attendance records, payroll claim reports, and other reports and records.
- Ability to comprehend a variety of reference books including union contracts, and salary ordinances.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret accounting and personnel terminology and language.
- Ability to use independent judgment, common sense, and principles of rational systems in the performance of tasks.
- Ability to work under stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices.
- Ability to maintain personal composure and tactfully manage difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures, and standards.
- Ability to communicate effectively with supervisors, coworkers, other City personnel, and the public verbally and in writing.

Environmental Adaptability:

- Ability to work effectively in an office environment.

Rate of Pay:

Hourly Minimum – Maximum Range: \$23.29 - \$34.93

Grade 12 as designated by current salary ordinance.

Work Hours:

Monday - Friday, 8:00 a.m. – 5:00 p.m. (Hours may be required outside of normal workday for meetings and special events).

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshen.in.gov Click Job Opportunities.

The City of Goshen provides equal employment opportunities for all employees and applicants for employment. EOE/Drug Free/Smoke Free