

# JOB OPPORTUNITY

Logan County Engineer's Office



**Position:** Finance & Payroll Specialist

**Status:** Full-Time (37.5 hours/week)

**Department:** Engineering

**Classification:** Fiduciary/Unclassified

## JOB OVERVIEW

The Logan County Engineer's Office is seeking a reliable, detail-oriented individual to join our administrative team. If you enjoy working with numbers, organizing records, and helping an office run smoothly, this role is a great fit. You will primarily focus on processing daily bills (accounts payable) and organizing routine employee time tracking for payroll. You do not need a degree in accounting; we are looking for strong organization, basic math skills, and a willingness to learn county procedures.

## KEY RESPONSIBILITIES

- **Accounts Payable:** Review invoices and bills for accuracy, match them with delivery receipts, and prepare standard vouchers so bills can be paid out of their designated county accounts.
- **Payroll Support:** Verify employee timecards and leave requests (like vacation and sick time) to ensure math adds up, then submit the completed worksheets to the County Auditor's office for processing.
- **Financial Tracking:** Run routine, existing expenditure reports from our system to help management keep track of departmental spending.
- **Office & Clerical Support:** Compose and prepare professional memos, letters, and reports. Manage multi-line telephones, route calls, assist public walk-ins or contractors, and maintain departmental records in compliance with retention policies.
- **Other Duties:** Performs other related duties as required or assigned by management to support daily office operations.

## QUALIFICATIONS

- High School Diploma or GED required.
- Experience with basic office work, data entry, bookkeeping, or payroll is preferred, but we will train the right person.
- Solid basic math skills (calculating hours, percentages, and standard tracking).
- Comfortable using Microsoft Word and Excel.
- Strong ability to maintain regular and predictable attendance to meet time-sensitive deadlines.
- Ability to work independently with minimal supervision, while still working effectively as part of a team.
- Valid Ohio Driver's License.

## Compensation & Benefits

- **Starting Salary:** \$18.00 – \$22.00 per hour, based on experience.
- **OPERS Retirement:** Secure your future with the excellent Ohio Public Employees Retirement System pension.
- **Insurance:** Comprehensive medical, dental, and vision plans with low-cost deductibles.
- **Paid Time Off:** Generous vacation, sick leave, and county holidays.
- **Schedule:** 37.5 hours per week, allowing you plenty of time for life outside of work!

## How to Apply

Pick up an application at the Logan County Engineer's Office or request one via email by contacting [hr@lceo.us](mailto:hr@lceo.us). Completed applications must be received by **June 23, 2026**.