



City of Mentor

8500 Civic Center Blvd. • Mentor, OH 44060-2499 • (440) 255-1100

JOB OPPORTUNITY

DATE POSTED: February 6, 2026

SENIOR ACCOUNTING ASSISTANT PAYROLL

The City of Mentor is seeking an individual to work as a *Senior Accounting Assistant* in the Payroll Division of the Finance Department. This full-time, non-exempt position will be responsible for a broad range of payroll accounting duties. This includes, but is not limited to, reconciling and balancing payrolls, maintaining and updating employee records, processing payments for tax withholdings, and reconciling various reports that are submitted to pension boards, federal agencies, etc. Knowledge of union contracts and public sector background is a plus. Direct payroll experience is preferred. Excellent customer service and computer skills are required with demonstrated proficiency in the use of Microsoft Office programs. High school graduate/GED is required, while college-level course work or a bachelor's degree in accounting/finance is preferred.

Anticipated starting salary range: \$45,000 to \$60,000 (DOQ) and includes a comprehensive benefit package.

Please apply online at www.workformentor.com, where you can also view the detailed job description. Please note that while the job description includes all duties encompassed within the senior accounting assistant position, the *payroll duties are the primary focus* for the posted position. Applications are also available in the Human Resource Office, Mentor Municipal Center 3rd Floor, 8500 Civic Center Blvd., Mentor, OH 44060. Applications will be reviewed upon receipt and be open until filled.

The City of Mentor is an Equal Opportunity Employer and will not discriminate in its employment practices due to an applicant's race, color, religion, sex, sexual orientation, gender identity, national origin and veteran or disability status.
EOE/ADA