



# Washington Township Dublin, Ohio Recruiting for Payroll / Finance Specialist

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[www.wtwp.com](http://www.wtwp.com)



[washingtontwpdublin](https://www.instagram.com/washingtontwpdublin)



[Washington Township Fire Department-Dublin OH](https://www.facebook.com/WashingtonTownshipFireDepartment-Dublin-OH)



# About Us

Washington Township proudly serves more than 50,000 residents and a daytime population of 70,000 – and are the only township in Ohio to include portions of three counties – Delaware, Franklin and Union, with growth earmarked for a fourth county - Madison.

Washington Township contains 27.5 square miles in northwest Franklin County, southwestern Delaware County and eastern Union County. The entire City of Dublin is located within the Township. The Township is part of the greater Columbus metropolitan area. The Township is home to the PGA Memorial Tournament. Several large businesses also are within the Township including Cardinal Health, OCLC, and Wendy's International.

The Township is governed by an elected Board of Trustees and an elected Fiscal Officer. Day-to-day operations are managed by a trustee-appointed professional administrator and professional fire chief.

Our Fire Department has been accredited by the Commission on Fire Accreditation International since 2007 and boasts an ISO rating of 1. Even more importantly, the community supports the Township's Fire and EMS services and passed a fire operating levy with an 84% approval in 2020.

- Receives over 7,500 calls annually - over 75% are EMS calls.
- Conducts nearly 2,000 fire code compliance inspections annually.
- Maintains four fire stations located at 6255 Shier Rings Rd, 4497 Hard Rd, 5825 Brand Rd, and 5750 Blazer Pkwy.
- Employs 102 full-time and 5-15 part-time professional firefighters.
- 98 % of our full time firefighters are certified paramedics.
- Average response time is 5.5 minutes or less - significantly lower than the national average.
- We protect \$5.6 billion in real estate assets in Dublin and unincorporated areas.



# Our Vision

Our Vision drives our long-term outlook and direction for future decision making. As the community grows and funding changes, the Township looks to our vision as a reminder of what the fire department, and other township programs, provide. Our vision is a combination of goals and intent of elected officials, administration, and stakeholder input as it pertains to the Township's influence and service in the community.

"Be a force that fuels community pride, cohesion, caring and wellness."

It is the Township's Mission to meet community expectations while taking into account the safety and wellbeing of employees. Our mission stands as the driving force behind Township strategic planning, development of policies and procedures and daily services provided by our employees.

The Washington Township Fire Department mission statement is:

"To provide for the protection and preservation of life and property, mindful of acceptable levels of risk by maintaining the highest standards of Emergency Medical Services, Fire Suppression, Fire Prevention, Education and Safety programs."

# Our Mission

# Our Values

The Township's Core Values are reflected in our organizational values. The manner in which we conduct business is as important as the business we conduct. Therefore, all employees shall have P.R.I.D.E., among other characteristics, and honor the following Township's core values:

**Partnership** – Collaborating to provide outstanding service;

**Respect** – High regard for our profession, ourselves, and community;

**Integrity** – Truthfulness and honesty in every action;

**Dedication** – To safety and wellness;

**Excellence** – In all we do.



# The Position

The Payroll / Finance Specialist performs payroll, accounting and administrative duties by ensuring the accurate processing of payroll, payroll deductions, tax and benefit withholdings, accounts payable and pension for Township employees as well as auditing and reconciling financial accounts, fund balances, financial statements and maintaining financial records and documents in compliance with Township policies and procedures, city, state and federal laws. Work is performed under the supervision of the Fiscal Officer in an office environment.

## Successful Candidate

Our next Payroll / Finance Specialist will be a forward-thinking individual with an eye for details who utilizes their previous accounting knowledge to process payroll accurately for elected officials, exempt and non-exempt employees; has exceptional organizational skills for processing and maintaining required financial reports; has a passion for compliance with federal, state and local laws and regulations; has exceptional customer service skills working with internal and external Township partners, and; a desire to work as a valuable member of our team.

Ideally, the Payroll / Finance Specialist possess a Bachelor's Degree in Accounting, Finance, Business Administration or related field from an accredited college or university with three (3) or more years' payroll and accounting experience; however, a High School Diploma, GED or equivalent is required with a preference for an Associate's Degree.

### Minimum qualifications for this position are:

- High school diploma, GED or equivalent required; Associate's Degree with a combination of experience in related area preferred; Bachelor's Degree in related area plus;
- Three (3) years of previous payroll processing, accounting, finance or business experience;
- Valid State of Ohio driver's license with good driving record.



# Compensation & Benefits

The Payroll / Finance Specialist is a non-exempt position with a starting wage between \$30.78 to \$39.46 per hour (based on years of experience) and up to a 3% base salary performance bonus after the first year of continual employment. The Township offers an excellent benefits package including a High Deductible Healthcare Plan (HDHP) accompanied with Health Savings Account (HSA), Dental and Vision coverage, Life / Accidental Death & Dismemberment (AD&D) insurance, and Long Term Disability Insurance - all funded by the Township.

Additionally, the Township offers supplemental voluntary accident insurance, disability insurance, cancer insurance, hospital indemnity insurance and more. Plus the option of contributing to either or both a traditional and Roth 457 plans. This position qualifies for the Ohio Public Employees Retirement System (OPERS).

## How to Apply

Interested qualified candidates should send their resume and cover letter electronically in either a Microsoft Word or Adobe PDF format to [hr@wtwp.com](mailto:hr@wtwp.com).

The position is open until filled, with a first review date of May 6, 2025. All application materials are subject to Ohio's public information laws. Candidates will be informed if an information request is made.

## Questions

Questions are welcomed and may be directed to either Fiscal Officer, Scott Melody, at [smelody@wtwp.com](mailto:smelody@wtwp.com), or Human Resource Manager Catherine Grossman at [hr@wtwp.com](mailto:hr@wtwp.com).

For consideration, please forward  
your resume by May 6, 2025

