



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP # 17-018
August 18, 2016**

**NOTICE OF VACANCY
August 18, 2016**

POSITION: Payroll Assistant
DEPARTMENT: Police
SALARY: \$21.63 - \$23.42 Hourly
HOURS: 15 – 18 hours per week including a weekend day.

Position Purpose:

Provides administrative support by assisting with payroll, general accounting and correspondence of all activities under the jurisdiction of the Police Department. Work requires initiative in the application of prescribed policies, procedures, and methods. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists with the weekly payroll process: entering data, edits as necessary, and communicates changes as required.
- Records and tracks attendance, reconciles employee records with division clerks and Payroll Department.
- Prepares and releases annual and probationary evaluations. Generates action forms to process applicable increases.
- Assists with the calculations and processes retroactive pay adjustments
- Processes all vendor invoices for Police Department including: generating requisitions, coordinate invoices for details and fire alarms
- Generates bills, statements and past due notices invoice inquires.
- Prepares billing for town and private detail work, sends bills to town department or private vendor
- Generates daily deposits of revenues collected.
- Assists with phone support during emergency events.
- Performs similar or related work as required, directed or as situation dictates
- Accesses highly confidential information and must adhere to strict confidentiality in performance of essential functions.

Recommended Minimum Qualifications:

Education, Training and Experience:

Associate's Degree in Accounting or related field; one to three (1-3) years of payroll or accounts payable experience preferably in the public sector dealing with multiple departments and local government; or any equivalent combination of education, training, and experience.

Knowledge, Ability and Skill:

Knowledge: Basic knowledge of various accounting functions; data management and familiarity with MUNIS and other systems, understanding of basic regulations and related requirements practices and terminology. Thorough knowledge of departmental operations. Familiarity with accounting principles and procedures. Working knowledge of software applications.

Ability: Ability to communicate effectively and tactfully with department staff, co-workers, vendors and the public, compose correspondence, prioritize and complete multiple tasks at one time with frequent interruptions, analytical ability. Must be able to operate a computer with intermediate skills when using software programs for word processing, database, spreadsheets and other software as required by the position. Ability to maintain and create spreadsheets and records. Must be extremely detail oriented.

Skill: Excellent customer service skills, Strong organizational skills, Skill in all of the above listed tools and equipment. Strong organizational skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs various duties requiring a thorough knowledge of departmental operations and the ability to apply procedures and follow processes independently to complete assigned tasks, and to analyze the facts or circumstances surrounding issues not clearly defined by established procedures.

Supervision Received: Works under the general direction of the Business Manager, generally sets own daily work plan; escalates questions or issues as necessary to supervisor.

Supervision Given: None.

Work Environment:

- Work is performed in an office environment. Majority of work is performed in a moderately quiet work environment.
- Operates computer, printer, telephone, copier, facsimile machine and all other standard office equipment.
- Makes frequent contact with city departments, grant sub-recipients, the general public and auditors.

- Errors could result in delay or loss of service, and have potential legal and/or financial repercussions.

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

The Town of Framingham is an Affirmative Action Equal Opportunity Employer.