



**NOTICE OF VACANCY
January 19, 2016**

POSITION: Payroll Coordinator

DEPARTMENT: Town Accountant

SALARY: M-5 \$51,061 – \$53,125

HOURS: Monday – Friday 8:30am to 5:00pm

Position Purpose:

This role performs administrative and clerical duties related to the daily payroll operations of the Accounting/Finance Department. This role administers and coordinates payroll processing, the payroll database, and related reports as necessary for the town, school employees, and retirees. 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.)

- Maintains accurate database for the processing of payroll. This includes entering new employee information, updating employee changes, maintaining voluntary deductions, billheads, additional wages, and general maintenance of the MUNIS database as requested.
- Receives, confirms and processes all reported hours for employees that are paid weekly.
- Maintains contact with School HR, Town HR, MTRS, and Town HR as well as employees to assist with report requests, questions and calculations.
- Assists employees with navigating current and new operational processes and general questions.
- Tracks and schedules special payouts for union collective bargaining agreements including special benefit time and retirement.
- Researches historical payroll information, and provides verification of employment.
- Drafts monthly reports for MTRS, LIUNA, UNUM as well as ad hoc reports as requested.
- Reviews and edits live payroll data and reviews for appropriate deductions.
- Coordinates with all departments via email and phone to handle issues and questions
- Assists walk-in employees with any payroll questions.
- Covers for Payroll Administrator when necessary to process Town/School payrolls.
- Provides payroll information to the Town Accountant for Annual Reports. Includes accruals, liabilities, and general accounting information.
- Maintains summer accruals on weekly basis.
- Prepares maternity leave reports, late hire reports, termination reports and others as required.
- Completes MTRS retirement applications in bulk. Due in February/March as needed during the balance of the year.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma required. Associate's Degree in a business or related field, 2 – 4 years Accounting or HR Administration experience; or any equivalent combination of education and experience. Certified Payroll Professional preferred.

Knowledge, Ability and Skill:

Knowledge: Knowledge of word processing and spreadsheets. Working knowledge of commonly used payroll, accounting, and general knowledge of human resources concepts, practices and procedures.

Ability: Ability to maintain effective working relationships with others. Must be accurate, thorough and well organized in working with detailed information; takes initiative to assure timely compliance with deadlines and the resolution of pending matters. Ability to maintain tact and discretion in challenging situations and interactions with employees and the public. Ability to maintain confidential information and to respond quickly to unexpected project with short deadlines or changes in important procedures.

Skill: Strong organizational and interpersonal skills. Strong communication skills; demonstrates a highly proficient use of computers, office automation, and other department specific computer applications, skill in all of the above listed technologies, tools and equipment.

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 works at a desk; moves around inside office to access file cabinets and office machinery; and traverse stairs, occasionally lifts objects weighing up to 10 pounds, such as supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time. Requires the ability to recognize and identify differences between colors, shapes and sounds associated with job-related objects, materials and tasks.

Supervision:

Supervision Scope: Follows established guidelines and procedures in order to perform routine administrative functions.

Supervision Received: Works under the direct supervision of the Payroll Administrator.

Supervision Given: None.

Job Environment:

- Majority of work is performed under typical office conditions; the noise level is moderate.
- Has frequent contact with town department heads, employees, retirees, elected officials, brokers, insurance representatives, vendors and other municipal Personnel/HR departments. Contacts are in person, by telephone and in writing by email, fax or correspondence.
- Has access to confidential employee records.
- Errors could result in delays or loss of service, monetary loss, and legal ramifications.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Please visit our website:

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

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