



**TOWN OF FRAMINGHAM
MASSACHUSETTS**

**RFP # 17-024
August 19, 2016**

**NOTICE OF VACANCY
August 19, 2016**

POSITION: Payroll Specialist

DEPARTMENT: Payroll

SALARY: M3 \$21.63 -\$25.85 hourly

HOURS: Tuesday – Friday 9:00am to 3:00pm 22 Hours a week

Statement of Duties: Employee provides a range of clerical and administrative duties related to Payroll. Employee is required to perform all similar or related duties.

Supervision Required: Under the general supervision of the Payroll Administrator and Town Accountant, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently with specific instruction. The supervisor provides additional, specific instruction for new, difficult or unusual assignments, including suggested work methods. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed

Supervisory Responsibility: Employee is not required to regularly supervise other town employees.

Confidentiality: In accordance with the State public records law, employee has access to confidential information such as official personnel files, law suits, collective bargaining information, and department records.

Accountability: Consequences of errors or poor judgment may include missed deadlines, monetary loss, and legal repercussions.

Judgment: Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation, or guideline.

Complexity: The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

Work Environment: Employee performs work in a municipal office setting subject to frequent interruptions.

Nature and Purpose of Relationships: Relationships are primarily with co-workers and school employees, and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Risk exposure is similar to that found in an office setting.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Responsible for the processing of payroll including but not limited to the inputting of salary and benefit data in to the payroll system, reviewing and distributing payroll forms submitted by departments, checking for accuracy, and resolving any discrepancies.
 - a. Proofing payroll before we run live with the warrant. Checking each other's work as a double check on all data entry.
 - b. Maintains Biweekly recon – ensuring that from pay week to pay week we are balancing to the previous pay and adding all billheads and special pays resulting in the figure for the next pay period.
 - c. Maintains the substitute worksheet verifying the 50 to 100 subs per day from various schools properly sign in and who they are covering are properly recorded
2. Conducts historical payroll research and verification of employees' payroll history reports for retirement. Prepares Verification of Employments from Banks for employees.
3. Reads and interprets union collective bargaining contracts to process payouts on vacation, sick and special pays.
4. Instructs employees on how to sign up for their 403B's and communicates with our agent TSA Consultants.
5. Reviews attendance records and processes time off accruals.
6. Reviews daily situations with departments on additions and changes to their submissions. Prepares time sheets for the school secretaries to use.
7. Constant adding of new employees daily and weekly. Reviews salary and scans information to employee files.
8. Prepares quarterly report for healthcare Medicare for Except Educational Collaborative so that the town can get reimbursed for Medicare costs.

9. Receives calls and several walk-ins with questions on their pay and other situations that need interpretation.

Recommended Minimum Qualifications:

Education and Experience: Minimum of an Associate's degree, and three to five (3-5) years of office experience; or an equivalent combination of education and experience. Payroll Experience preferred.

Special Requirements: None required.

Knowledge, Abilities and Skill

Knowledge: Knowledge of department payroll system, office procedures, as well as state and federal taxes as they pertain to the payroll system. Knowledge of technology including but not limited to office software (word processing and spread sheet applications), payroll software, and use of the Internet and email systems in support of department operations. Knowledge of employee benefit programs and related deductions.

Abilities: Plan and prioritize work, and perform multiple tasks, maintain confidentiality, work independently, and be self motivated. Ability to deal effectively with disgruntled members of the public and to maintain confidential information.

Skills: Proficient customer service skills; proficient written and oral communication skills, and good common sense. Proficient data processing, business mathematics, and personal computer keyboarding skills.

Physical and Mental 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 position's essential functions.

Physical Skills: Little or no physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, kneeling, twisting, reaching with hands and arms, and standing. The employee is occasionally required to lift, push, or pull objects such as books or office equipment.

Motor Skills: Position requires the application of basic motor skills for activities including but not limited to operating a personal computer, office equipment, and the sorting of papers.

Visual Skills: Position requires the employee to constantly read documents and reports for understanding and analytical purposes

Please visit our website:

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

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