

PAYROLL ADMINISTRATOR

General Statement of Duties

Performs a variety of highly complex bookkeeping and clerical work for the Town that requires an increased understanding of Town, State, and Federal policies, procedures, codes, and regulations as related to municipal finance, payroll and accounts receivable activities.

Distinguishing Features of the Class

An employee in this class performs accounting work in accounts receivable, payroll, accounts payable and financial reconciliations. An employee in this position works independently and identifies problems or situations, specifying decision objectives. Complex situations are supplemented with input from supervisor as needed. Work requires accuracy, good organizational skills and good communications skills. Employee interacts with employees, the public and vendors. Work is performed under the direct supervision of the Accounting Operations Manager and is evaluated through personal observations, reports, and audits of financial records.

Illustrative Examples of Work

Serves as the Town's payroll and accounts receivable expert preparing and processing payroll; reviewing and posting changes to employee pay and deduction files; importing time sheet data; reconciling payroll reports with data entered from time sheets; and printing paychecks and payroll advices.

Administers the payroll reporting and related services; balances and reports employee state retirement system earnings and bi-weekly payroll taxes; and assists employees with questions about pay, leave or deductions.

Prepares monthly and quarterly earnings reports to state and federal agencies; prepares and uploads payroll file to bank for direct deposit payments; and prepares and distributes W2 and other tax-relaxed forms.

Reconciles and submits payables for 401k/457/Orbit retirement systems, State Withholding Tax deposits, flex spending accounts, Federal Excise Tax Withholdings, etc.

Gathers information, analyzes facts, and recommends course of action as it related to payroll to ensure Town compliance.

Corresponds with Human Resources Department concerning appropriateness of employee insurance coverage.

Collects customer payments; prepares invoices from requesting departments; prepares and mails bills for miscellaneous fees and prepare daily collections to be deposited.

Oversees revenue collections, procedures, training and deposits from all departments.

Reconciles customer relations billing with revenue information for general ledger.
Prepares customer bills for Town property rent, special billings and special job projects.

Prepares revenue and payroll related schedules for auditor's annual review.

Maintains subsidiary ledgers, miscellaneous receivables, special billing, return checks and drafts, special job projects and annual billings.

Projects revenues relating to town rent for budgeting processes.

Posts general revenues and answers questions from customers regarding invoices.

Serves as the primary contact in assisting the public and employees at the public entrance. Assistance includes accepting payments, answering questions, coordinating the delivery and receipt of the bank bag containing deposits, etc.

Utilizes various types of machinery and equipment including computer, copier, adding machine, fax machine, typewriter and general office supplies as well as various computer programs.

Assists department with work related to monitoring and reviewing internal controls as related to grant programs and activities as well as within the Town-wide financial system.

Interacts regularly and maintains professional relationships with Town employees, customers, retirees, and the general public.

Serves as backup for other departmental functions, such as accounts payable.

Performs related duties as assigned to meet organizational needs.

Knowledge, Skills, and Abilities

Work requires general knowledge of accounts receivable and accounts payable procedures.

Work requires general knowledge of payroll administration.

Work requires general knowledge of practices, procedures, methods and equipment used in posting invoices.

Work requires general knowledge of basic principles and practices of financial recordkeeping.

Employee must have the skill to operate various types of office equipment.

Employee must be able to prepare and maintain detailed and accurate financial and statistical records.

Employee must be able to properly record and document financial transactions.

Employee must be able to establish and maintain cooperative working relations with those contacted in the course of work.

Physical Requirements

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking, hearing and repetitive motions.

Must be able to perform light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force to move objects.

Worker must possess the visual acuity to prepare and analyze data and figures, perform accounting tasks, operate a computer terminal and read extensively.

Desirable Education and Experience

High school diploma and three to five years of experience in accounting and/or data processing, or any equivalent combination of education and experience which provides required knowledge, skills and abilities.

Additional Education Opportunities

The following certifications provide a great benefit to the Town and the employee of this position. If not obtained prior to hire, the below certifications shall result in a 5% salary increase per certification:

- Certified Payroll Professional (CPP)
- Certified Local Government Budget Officer (CLGBO)
- Certified Local Government Purchasing Officer (CLGPO)

Fair Labor Standards Act (FLSA) Status

Non-Exempt
2024