



Job Title	Payroll Coordinator
Department	Finance
Employment Status	Full-Time
Exempt/Nonexempt Status	Nonexempt

Scope of Work

This position is responsible for coordinating, administering, and processing payroll for all Town and School employees.

Supervision

Received	Assistant Town Accountant
Exercised	None

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Prepares payroll beginning with data entry of timesheets through preparation of checks, including payment of all payroll-related liabilities, electronic transfer of payroll data, reconciliation of all payroll-related accounts.
- Prepares all payroll checks and reports and maintains employee benefits records and employee payroll files.
- Maintains an accurate record of all annual leave.
- Prepares outstanding check register for use in reconciling monthly bank statements.
- Prepares quarterly and annual tax reports and processes W-2s at year-end.
- Transmits electronic data to external governmental agencies.
- Works with various departments and employees to design reports to streamline processes.
- Reconciles insurance benefit amounts on a monthly basis.
- Prepares and submits the Quarterly 941 reports.
- Prepares supporting documentation for payroll requests, documentation, or legal action.
- Prepares invoices and journal entries as needed.
- Responds to payroll questions and requests from Town and School employees.
- Serves as back-up receptionist, as needed.
- Provides effective and efficient customer service and promotes and maintains responsive community relations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from a college or university with an Associate's Degree or equivalent from two (2) year college or technical school; supplemented by at least four (4) years of experience in accounting, payroll or accounts payable related functions.

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following knowledge, ability, and skill:

Knowledge of	• Department policies and procedures. • Federal and State labor and employment laws; benefits laws and regulations and benefit plan provisions; workers' compensation laws; unemployment benefits. • Standard accounting transactions and accounting systems, accounting codes, classifications, and terminology. • The use of standard office equipment, including computers and relevant software programs.
Ability to	• Multi-task and prioritize work. • Work independently with minimal supervision. • Perform arithmetic calculations quickly and accurately. • Learn and apply existing accounting systems, policies, procedures, methods, and techniques; reconcile accounting data and transactions; keep accurate and timely records; compile information and prepare reports. • Read and interpret documents such as union contracts, Town Code, safety rules, operating and maintenance instructions, procedure manuals, etc. • Communicate effectively both verbally and in writing. • Establish and maintain effective working relationships with supervisors, coworkers, customer, vendors, and the general public.
Skill in	• Oral and written communications. • Troubleshooting and problem solving.

Necessary Special Requirements

None

Physical Demands

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must frequently lift and/or move up to 10 pounds and sometimes lift and/or move up to 25 pounds.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer