

**Town of Natick
Job Description**

Position Title:	Payroll Manager	Grade Level:	2
Department	Comptroller	FLSA Status	Exempt
Reports to:	Comptroller		

Statement of Duties: Perform all necessary tasks to organize and process payroll each week for both Town and School employees. Oversees Personnel Coordinator in performance of payroll related duties

Supervision Required: The employee works under the Comptroller who provides general supervision, to carry out a work program involving operation of a computer dealing with payroll responsibilities. A great deal of this work is performed independently, but incumbent is guided by general policies affecting fiscal controls. Incumbent must report unusual situations and circumstances to supervisor for advice and assistance. Laws, rules and regulations relating to financial management and to confidentiality of work materials must be observed and followed.

Supervisory Responsibility: The employee does not supervise others, but does give program advice and assistance, especially to department heads and employees who input payroll information for processing.

Accountability: The employee is accountable for timeliness and accuracy in all aspects of their work. Is also accountable to Comptroller's staff, and other finance staff, to ensure information is properly communicated to all appropriate staff members.

Judgment: Employee is expected to use best judgment in all situations and refer to the Comptroller for complex issues.

Complexity: Most work by incumbent revolves around the operation of a computer for the purpose of producing payrolls and payroll information. Computer programs are available and are used by incumbent in this work. The employee must be selective in the use of programs to achieve desired work products and results. Confidentiality must be adhered to in much of this work.

Confidentiality: Employee must understand and adhere to strict confidence. No disclosure of financial, payroll, personal, or interpersonal, information is allowed without permission from Comptroller

Work Environment: There are few physical demands in this work, but stress is present in the form of continuous operation of computer and ancillary equipment and in meeting deadlines to produce work products with accuracy. There is normal standing, stooping and walking. Work is performed in a comfortable office setting.

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Nature and Purpose of Contacts: Most primary contacts are with supervisor for the purpose of receiving work assignments and instructions and general office policy. Other contacts are with employees and heads of several departments for the purpose of receiving and verifying information. Finally, contacts are with employees and co-workers for the purpose of exchanging information that is job-related.

Occupational Risks: Employee must be able to sit for long periods of time, occasionally bend and lift files and boxes and be able to spend most of the time at work reading a computer screen

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.

- Performs responsible clerical and accounts maintenance responsibilities by utilizing a variety of computer programs to produce a variety of reports and work products.
- Receives and verifies payrolls received from Town agencies and departments; inputs payroll into computer for the purpose of producing payroll reports and payroll checks.
- Utilizing data from payroll reports generates a number of reports for State agencies dealing with wages; furnishes particular wage information on prescribed forms also.
- Posts payroll information to appropriate journals; maintains employees withholding information; prepares pay data for retirement board.
- Provides information on wages and benefits to employees, when requested.
- Operates a variety of office machines, including computer, typewriter and calculator.
- Organizes files and records as to be able to refer to documents readily and to retrieve necessary information without difficulty.
- Payroll Administrator Specific Duties
- Prepare weekly payroll for all TOWN OF NATICK employees, including the W&S and Golf employees
- Prepare bi-weekly payroll for all TOWN OF NATICK Teachers
- Prepare weekly warrants for Selectman
- Prepare and record weekly accumulators

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- Transmit Direct Deposit weekly via Citizen's Bank Money Manager
- Transmit weekly state, federal and Medicare taxes via Federal and State webpage's
- Transmit monthly pension taxes via Citizen's Bank Money Manager
- Transmit 457 and OBRA deductions via MUNIS weekly
- Prepare quarterly IRS Form 941 and annual 945
- Process and distribute W2's
- Responsible for the maintenance of all employee deductions
- Responsible for all Federal Levy adherences and payments
- Responsible for all DOR CSE garnishment adherences and payments
- Responsible for MA Teachers monthly retirements reports and reconciliations
- Assign employee numbers and input all new hires into the system
- Maintain TOWN OF NATICK employee database in MUNIS
- Maintain all employee sick and vacation files and accruals
- Maintain the TOWN OF NATICK retirement database
- Maintain database relating to payroll vendors, deductions, etc.
- Provide New hire report to the state of Massachusetts electronically bi weekly
- Provide monthly annuity reports to Benefits Coordinator
- Provide weekly, monthly and annual retirement reports to Retirement Board
- Provide documentation for workman's comp claims
- Process all union dues
- Process all terminations
- Process all retirement buyouts
- Process all United Way Contributions

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- Process MetLife and Unum payments
- Process and track all unemployment claims and act as liaison for Jon Jay Associates
- Process all Employment verifications
- Prepare worksheets for all town and school employees
- Respond to all employment record subpoenas
- Distribute all employee paychecks upon selectman approval
- Maintain all town employee I9 forms and compliance
- Maintain archive files in the vault for all employees
- Performs other related duties of the class, as required.

Recommended Minimum Qualifications:

Education and Experience: or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

- In addition to training, incumbent must have had at least two (2) years of responsible work experience with accounting processes and with operating a computer to produce accurate and detailed reports.
- A candidate for this class of positions must be a high school graduate and must have successfully completed courses in data processing, particularly as related to fiscal matters, and must have had not less than two (2) years of responsible work experience in an office setting, operating a computer dealing with financial data.
- An Associate's Degree in Accounting or related field is desired but not essential.
- Candidate must be able to demonstrate possession of the required knowledge, skills and abilities to perform this work.

Knowledge, Abilities and Skill

Knowledge:

- Considerable knowledge of office practices, principles and procedures.
- Considerable knowledge of computer operations, as to be able to use established

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programs with accuracy.

Abilities:

- Ability to attend to a number of details independently and with accuracy.
- Ability to perform complicated arithmetical computations.
- Ability to establish and maintain harmonious relationships with others.
- Ability to maintain confidentiality of sensitive information.
- Ability to communicate effectively to others.
- Ability to organizer work effectively.

Skill:

- Skill in operating computer and other pieces of office equipment effectively.

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:

- Work is performed in a normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- Operates computer, printer, photocopier, check folder/sealer, and other basic office equipment.
- Work requires extended periods of sitting, reaching, typing, and mousing, which requires eye-hand coordination and finger dexterity.
- May occasionally require lifting and/or moving objects up to 25 pounds.

Motor Skills:

- Ability to use a computer keyboard, calculator and file

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Visual Skills:

- Ability to read documents both on paper and on computer screens.

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