

## **BENEFITS AND PAYROLL MANAGER**

### **Position Purpose:**

The purpose of this position is to handle payroll, benefits, and human resources administration. Assists the Town Administrator with personnel and collective bargaining issues related to payroll and benefits; performs all other related work as required.

### **Supervision:**

*Supervision Scope:* This position performs highly technical and administrative tasks that require the utmost level of confidentiality. This requires a considerable need for initiative, self-direction, the exercise of good judgment and discretion.

*Supervision Received:* Works under the general direction of the Town Administrator and in accordance with applicable Massachusetts General Laws, town policies, town bylaws, and relevant state, federal, and local regulations and standards. Establishes own work plan and completes work in accordance with established departmental policies and standards; only unusual cases are referred to supervisor

*Supervision Given:* May supervise one part-time employee.

### **Job Environment:**

Work is performed under typical busy municipal office conditions; work environment is moderately noisy.

Operates a computer, calculator, copier, facsimile machine, and other standard office equipment.

Makes regular contact with other town departments, employees, retirees, retirement system representatives, insurance, benefits, and annuity companies and the general public. Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing complex and confidential issues.

Has access to department-oriented confidential information including personnel records, which requires the application of appropriate judgment, discretion and professional office protocols.

Errors could result in delay of department services, and have financial repercussions.

### **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.)*

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Manages and performs a wide variety of duties and functions for the Town Administrator, which includes personnel issues and benefits administration.

Prepares and processes the payroll and all related reports and printing checks; prepares warrant folder; process, balance, report and distribute W-2s. Keeps abreast of state and federal employment laws and required postings; research issues related to FLSA. Works varied schedules to meet the demands of the payroll.

Maintains employee records and implements payroll deductions for garnishments, tax levies and child support enforcement orders.

Responds to human resource related issues and resolves problems. Handles all administrative matters associated with health, life, dental, short/long term disability; oversee county retirement changes and ensuring that all payroll deductions are made.

Ensures that all FMLA, COBRA, and HIPAA regulations are maintained; familiar with Chapter 32B; coordinate insurance adjustment to ensure proper collection and payment of premiums; assist active and retired employees with health insurance and Medicare questions; interface with insurance companies to resolve issues and annual renewals; attend Minuteman Nashoba Health Group, Insurance Advisory Committee, Middlesex County Retirement, and Personnel Board meetings.

Gathers, interprets, and prepares data for studies, salary/health insurance surveys; coordinates activities such as deferred compensation provider meetings, annual open enrollment, and benefit fairs.

Participates in collective bargaining negotiations. Coordinates employee leaves of absence. Provides assistance to department heads and other boards with procedures followed when filling vacancies, including newspaper ads, job postings, interviewing, and new hire/termination paperwork.

Provides assistance to new employees in selecting benefits; prepares and packages benefits information for employees; answers questions, provides assistance in preparing forms, and refers employees to various sources as needed.

Conduct exit interviews for terminating employees, including options for health insurance, payment of accruals, and contributions to deferred compensation plans.

Researches and responds to unemployment claims and works compensation in a timely manner.

Using excellent communication skills establishes and maintains effective working relationships with employees, town officials, and retirees.

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This position will also be back up in the absence of the Treasurer. This will including making bank deposits, taking in monies from various departments, checking the mail, moving money to cover payroll or accounts payable, making entries in cash book.

Coordinates seminars and training for active and retired employees.

Performs similar or related work as required, directed or as situation dictates.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Associates degree in Business or Finance, or related field; four years of responsible experience in municipal finance, accounting or similar financial management; experience in general financial management and payroll processing; or any equivalent combination of education and experience.

#### **Special Requirements:**

Ability to be bonded.

Certification as an Assistant MA Municipal Treasurer (as defined by the MA Collectors & Treasurers Association) is desirable.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Knowledge of municipal financial practices, payroll processing and cash management; Knowledge of banking practices; Knowledge of MA General Laws; Knowledge and understanding of employee benefits administration; Thorough knowledge of computer applications for accounting and financial management.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with town officials and departments, members of the banking community, benefits providers, and all town employees. Ability to communicate effectively in written and oral form. Ability to establish and maintain complex financial record keeping systems. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to prepare complex financial reports. Ability to operate standard office equipment. Ability to analyze and interpret payroll and financial data.

*Skill:* Skill in computers and appropriate software applications. Aptitude for numbers and details. Excellent organizational skills. General office management skills. Skill in all of the above listed 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*

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*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 15 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

*(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.)*