

**TOWN OF WAYLAND
POSITION DESCRIPTION**

Title: Finance Assistant - Payroll

Department: Finance

Appointing Authority: Town Administrator

Affiliation: AFSCME 2

Grade: C-15

Personnel Board Approved: 12/15/15

Effective Date: 12/7/15

Summary of Duties

High level, responsible and complex secretarial, administrative, bookkeeping and technical work in processing the payroll for the Town of Wayland and the Wayland School Department; performs all other related work as required.

Supervision Received

Works under the general supervision of the Finance Director.

Performs a variety of clerical and bookkeeping duties in accordance with established procedures and town and department policies, which on occasion require the exercise of judgment in situations not clearly defined by precedent or established procedures.

Supervision Exercised

None

Job Environment

Performs functions under typical office conditions, with minimal exposure to occupational risks.

Operates computer, calculator, typewriter, telephone, facsimile machine and other standard office equipment.

Has frequent contacts with various Town and School departments, vendors, various organizations, retirees, and the general public; contacts are in person, on the telephone, and in writing and require discussing technical and routine information.

Has access to all department-oriented confidential information, the disclosure of which would cause poor public relations.

Errors could result in minor monetary loss.

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.

Processes the Town and School's payroll; reviews all payroll sheets from all departments for accuracy and completion; reviews wages computed and corrects errors; answers all payroll questions; codes information and makes calculations for payroll; maintains computerized database of payroll information for all employees; performs data entry work; balances totals to warrant; updates and maintains school payroll summary cards. Performs bookkeeping work related to the payroll; posts information; runs year to date totals; runs bi-weekly reports on the payroll.

Researches personnel information on the computer system as needed and prepares related reports.

Processes employee deductions for health and life insurance, retirement, payroll savings and State and federal withholdings; maintains employee membership lists; performs data entry work related to employee deductions.

Submits reports to federal, State and County agencies as required.

Processes, enters and edits employee transactions in MUNIS to include new hires, terminations, position changes and edits to employees' personal information.

Processes monthly employee accruals in MUNIS; sets up new employees; edits and adjusts accruals and balances; processes year-end accrual carryovers and lost time.

Enters new or adjusts existing MUNIS tables related to wages and accruals.

Assists with computer trouble shooting; produces all quarterly, retirement, direct deposit and year-end W-2 computerized tapes.

Reconciles and balances bi-weekly, monthly and yearly reports; maintains all personnel changes made to computer system for accurate reporting.

Pays bills for Retirement and Division of Employment and Training; handles bookkeeping postings for the schools as required.

Communicates Town plans, policies and procedures or applicable laws related to payroll to Town and School employees and the general public.

Prepares a variety of studies, reports and related information for decision-making purposes; prepares periodic financial, statistical or operational reports as assigned.

Performs general clerical duties; types, files, answers the telephone, performs mathematical calculations; assists employees in person or on the telephone regarding issues, and concerns; advises customers appropriately.

Performs accounts payable functions, when necessary.

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

Recommended Minimum Qualifications

Education:

Associates Degree in a related field of endeavor.

Experience:

Over four years of experience in payroll and accounting, municipal finance or closely related field, preferably including responsibility for financial record keeping. Experience in processing municipal and school district payrolls is highly desirable.

Substitutions:

Additional years of relevant education may be substituted for the experience requirement on a year for year basis.

Licenses/Certificates:

None

Knowledge, Abilities and Skills:

Thorough knowledge and experience with the payroll function; municipality and school district experience preferred.

Knowledge of standard office practices, procedures and equipment.

Knowledge of standard bookkeeping and accounting practices and account maintenance in support of the department; ability to prepare reports and correspondence.

Knowledge and ability to employ records management practices.

User knowledge of personal computers and Windows-based software programs; skill and ability to operate a personal computer and a variety of office equipment.

Ability and proficiency in Microsoft office programs.

Ability to maintain effective accounting procedures.

Ability to effectively train employees in the payroll function.

Ability to maintain accurate and detailed records.

Ability to multi task, organize, work independently, accomplish tasks and meet deadlines despite frequent interruptions in a fast-paced environment while maintaining attention to detail.

Ability to coordinate office and staff functions; ability to work independently and as a team member.

Ability to interact tactfully and effectively with Town employees, supervisors, officials and the general public.

Good communication skills; ability to communicate effectively both verbally and in writing.

Ability to read and interpret pertinent Town Code and federal and state laws, rules and regulations relating to departmental operations.

Ability to maintain confidentiality of information.

Excellent customer service skills.

Strong mathematical skills.

Must be skilled in detail work.

Physical Requirements

Minimal physical effort demanded in the performance of duties under typical office conditions. Ability to operate a keyboard and calculator at efficient speed. Ability to sit for long periods of time while working. Good close vision at or correctable to normal ranges in order to work with numbers and details for long periods of time. Must be able to speak and listen well.

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.