

Job Description

Payroll & Benefits Administrator Town of Hardwick

DEFINITION AND DISTINGUISHING CHARACTERISTICS

This is a professional administrative position that has the day-to-day responsibility for the Town's payroll and benefits administration. This position for the Town reports directly to the Town Manager. The position acts as the Town's Human Resources Coordinator and supporting efforts of the Town Manager. This position is responsible for new employee orientation and processing all payroll and benefit applications accordingly for new hires, as well as processing employee terminations.

Work is performed in accordance with professional practices and accepted administrative procedures. This is a confidential position. The employee is expected to exercise discretion and independent judgment. Work originates from both the normal operating needs of the Town and from the Town Manager and is reviewed in terms of accuracy and efficiency. Work involves considerable contact with the public and professionals. This position works closely with the Business Manager and Town Manager.

TYPICAL EXAMPLES OF WORK

The employee operates the Town's computer-based accounting system New England Municipal Resource Center, which is Excel based. Work involves payroll processing. Performs monthly closing of the payroll system and produces various monthly and quarterly financial reports. Closes payroll at year end and helps to prepare for the annual audit with Town auditors. This position files all necessary monthly, quarterly, and annual reports with the State, Internal Revenue Service, Department of Labor, etc. Annual preparation of 1099 vendor forms and W-2's for employees.

The position assists the Town Manager in the collection of delinquent taxes and coordinating a semi-annual tax sale. This person will be the 911 coordinator for the Town working with customers to obtain or change 911 addresses as needed. The employee maintains a master file for scheduling use of public facilities and maintaining purchasing and master files for the Town Manager's office.

Duties also include answering phone calls to the Town Manager's office, providing information and assistance, as necessary.

Prepares agendas, packets, and maintains minutes for Select Board meetings.

Performs other related work as assigned.

WORK ENVIRONMENT

Mainly office work with some field work required. Night meetings at least twice per month, but may be more depending on time of year.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to manage multiple tasks, including project management.

Skill in using NEMRC municipal computer software, Excel, and Microsoft Word.

Ability to communicate and correspond effectively with the public and professionals.

Considerable knowledge of office practices, procedures, and equipment.

Thorough knowledge of business English and grammar.

Must have tolerance for others and a desire to be helpful.

Works well with team members but can also work well independently as needed.

MINIMUM REQUIREMENTS OF EDUCATION AND EXPERIENCE

Graduation from a two-year college or university with a degree in Business Management or Public Administration. Two years of administrative assistance or work in a similar setting.

DISCLAIMER

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties, responsibilities, and requirements.

EMPLOYEE ACKNOWLEDEMENT

I acknowledge that I have received and understand the job description for which I am assigned.

Print Name

Signature

Date