

PAYROLL COORDINATOR

CITY OF SHELTON

Full time w/ benefits. Processes payroll for muni employees, police private duty, W-2's, knowledge of bookkeeping practices. HS diploma or equivalent + 4 yrs of experience at least 3 in payroll or equivalent combo of education and experience.

Application and resume to be returned to Shelton City Hall, Human Resources Department, 54 Hill Street, Shelton, CT 06484 thru June 30, 2009.

Salary: \$32,930 EOE

Application and complete Job Description at: www.cityofshelton.org
Human Resources

TITLE; PAYROLL COORDINATOR

GENERAL DESCRIPTION:

This is a very responsible payroll processing work at the full performance level involving the preparation of payrolls for all municipal employees.

Work involves responsibility for processing payroll data submitted to the Finance office by City departments. Duties include checking submitted data for accuracy, confirming changes, deletions and additions, inputting information into the computer, running reports, verifying and reconciling errors. This position also has the responsibility for making routine payroll processing decisions.

Additionally, this position is responsible for the billing and collection of Police Private Duty. The work requires that the employees have good knowledge, skill and ability in clerical processing, record keeping and general business office practices.

SUPERVISION RECEIVED:

Works under the general supervision of the General Accounting Officer.

EXAMPLES OF DUTIES:

Audits and distributes payroll printouts to departments; adds and deletes employee names to reflect staff addition and terminations; verifies prepaid vacation, sick leave allowance, classification and salary adjustments, changes in deductions and exemptions and other payroll changes.

Audits returned payrolls to verify accuracy of hours reported, including hours worked, vacation and holiday time and overtime hours and other date and computations; makes corrections as necessary; check final payroll for accuracy and corrects errors. Runs payroll checks.

Prepares special payrolls; computes earnings, income tax, social security contributions, retirement and deductions; types checks and prepares data input documents.

Prepares and pays miscellaneous deductions and pensions.

Computes pension refunds; calculates retroactive pay and deductions based upon hours and rates; maintains employee wage attachment records.

Answers inquiries from employees, employers and others concerning payroll procedures and policies, employee earnings and deductions and tax related information, and contract provisions related to pay.

TITLE: PAYROLL COORDINATOR (continued)

Prepares income tax forms (W-2) and resolves problems related to obtaining accurate addresses, preparing duplicates as requested. Prepares quarterly payroll reports and other related reports.

Receives printed checks from data processing and prepares them for distribution to departments.

Balances payroll journal, reconciles General Fund pertaining to payroll and prepares various payroll reports as requested.

Invoices vendors for private police work and follows up by letter and phone calls to collect past due amounts.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of principles and practices of bookkeeping.

Considerable knowledge of City payroll procedures and related personnel policies and procedures.

Considerable ability to make arithmetic computations rapidly and accurately.

Considerable ability to operate standard office equipment including calculators, typewriters and computers.

Considerable ability in oral and written communications, including the ability to explain and interpret payroll and related personnel policies and procedures to employees.

Considerable ability to establish and maintain effective working relationships with superiors, associates, City employees and the general public.

Considerable ability to check and verify numbers and other detailed information according to a complex system and within severe time constraints.

TITLE: PAYROLL COORDINATOR (continued)

QUALIFICATIONS:

A high school diploma or the equivalent plus four years of progressively responsible experience including at least three years of experience in the preparation and processing of payrolls or equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS:

None.

This description lists only those job duties necessary for salary evaluation and does not include each and every job requirement.

Paycoord/job descriptions(lh) REVISED 6/2009