

## TOWN OF NORTON

### Payroll Clerk Job Description

APPOINTING AUTHORITY: Town Manager

SUPERVISION: Works under the general supervision of the Tax Collector/Treasurer.

HOURS OF WORK: 37.5 Per Week

GENERAL:

- Provides administrative support of a complex and responsible nature.
- Ensures professional, confidential, and efficient operation of the department in an environment with frequent interruptions.
- Conducts all public contacts in a courteous, positive, service-oriented, and informative manner.
- Must be detail oriented and possess strong organizational skills, technology skills, and the ability to independently prioritize, coordinate, and monitor the workload.
- Makes frequent contact with and maintains harmonious relationships with officials, employees, retirees, and those contacted in the course of work, requiring good written and oral communication skills, discretion, and the ability to work well with others.
- Performs duties as assigned by the Treasurer/Tax Collector, including but not limited to the department's routine clerical/office duties, payroll, turnovers, and ordering supplies, requiring the monitoring of monthly expenditures relative to the budgets.
- Must pass CORI and possess a valid Driver's license.
- Ability to be bonded.

ADDITIONAL DUTIES:

- Processing of bi-weekly payroll using Harper's payroll system.
- Responsible for all bi-weekly payroll reporting, agency checks, transfers and vouchers/vendor checks for payroll deductions.
- Responsible for maintaining and updating the active and retiree data in Harper's payroll on a daily/weekly basis, entering changes as they are received.
- Responsible for meeting with new hires and helping with their benefit paperwork, ensuring that the enrollment forms are faxed to the appropriate vendors and deductions are entered in Harper's in a timely manner.
- Responsible for meeting with employees as they retire and as they or their spouses reach age 65, making sure they are enrolled in the correct health insurance. Also responsible for updating Mass Teacher's and Bristol County Retirement to ensure that the correct insurance deductions are withheld from the monthly retirement checks.

- Responsible for tracking of and sending out letters for FMLA leave. Also responsible for sending out COBRA letters to those who terminate insurance or dependents who reach age 26.
- Assist the Assistant Treasurer/Collector in reconciliations of the health and dental insurances and any other benefit reconciliations as needed.
- Responsible for ACA & GASB reporting as well as any annual, quarterly and monthly reporting required by law.
- Assist with office coverage in the office of the Tax Collector/Treasurer, including answering phones and waiting on the counter especially during busy tax due date times.
- Must be able to maintain a high level of confidentiality.

QUALIFICATIONS:

- High School graduate.
- A minimum of 3 years of payroll and HR experience.
- Knowledge of Harper's payroll system or equivalent.
- Proficient in Microsoft Excel and Word.
- Familiarity with town government operations preferred.
- The ability to multitask and work in a busy office.