



Town of Branford Job Announcement

Posting Date: 9/28/2022

Closing Date: Until filled

Job Title: Payroll Coordinator

Department/Location: Human Resources-
Town Hall

Union Affiliation: UPSEA Branford
Employees

Employment Type: Full Time

Salary: \$40,435 to \$47,590

Hours per Week: 8:00am to 4:30pm

To Apply Email your Resume, Cover Letter, or the Official Town of Branford Application to:

CAREERS@BRANFORD-CT.GOV

You can join a professional team-oriented Human Resources Department and expand your knowledge and experience in payroll, HRIS and other human resources practices! We want to hear from you if you are interested in working with a highly engaging group of professionals, have a strong aptitude for detail and numbers and are committed to learning and developing your professional skills!

Position Purpose:

The purposes of this position are to administer the Town's ADP payroll system within the Human Resource Department and to perform a variety of Human Resources administrative activities. The Payroll Coordinator is required to exercise sound judgment in administering the payroll system and is responsible for maintaining the accuracy, efficiency, and effectiveness of all areas under their control.

Essential Job 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.)

- Maintains payroll information by collecting, interpreting, verifying, and entering data from several HRIS Time and Attendance systems and process.
- Must review weekly and biweekly information to conform to each union's contract to assure supervisor/department head has reviewed and approved their employee's E-Time or other attendance system recorded time correctly.

- Accurately executes E-Time processing and other time and attendance systems (Police and Fire personnel) for weekly and biweekly ADP HRIS/ payroll system. .
- Prepares accurate weekly, biweekly, and monthly payrolls. Enters data into files, verifies wages and deductions prior to final transmittal of payroll.
- Resolves payroll discrepancies by collecting and analyzing proper data.
- Serves as a point of contact to Town employees for questions regarding payroll, time and attendance systems and other relevant HR matters.
- Responsible for correct distribution of paychecks/stubs and annual statements to current and former employees.
- Maintains the HRIS employee data base, ensuring accuracy of all employee information, including tax statements.
- Maintains employee attendance records and develops and executes HRIS reports as requested for HR and payroll related matters. Involves frequent audits between departments, ADP E-Time, and employees. Annual PTO audits of unused sick and vacation time are conducted for liability purposes.
- Reviews quarterly tax statements.
- Inputs payroll and personnel changes into ADP/HRIS such as tax exemptions, wage garnishments, rate changes, job title changes, payroll account changes, and various payroll deductions to update master payroll records.
- Assist the payroll vendor with annual audits, checking for accuracy of year end W-2 statements, including taxes on fringe benefits.
- Prepare all financials and reports necessary for each payroll cycle.
- Prepares retroactive payments upon settlement of labor contracts. Maintains knowledge of the language in all collective bargaining agreements/ labor contracts.
- Helps maintain Workers Compensation claims and payroll nontaxable items.
- Reviews all unemployment claim reports and upon approval of Director of HR submits claim information to Department of Labor.
- Inputs budgetary data into financial accounting system (MUNIS). Reconciles general ledger to various payroll reports on a weekly basis.
- May assist with paperwork for employees who resign, change status, retire, newly hired or who are terminated such as: final compensation payments, vacation calculations, sick time etc.
- Assists in the maintenance of the HRIS system; maintain all personnel files with separate files for leaves of absence and medical conditions. This includes scanning of all documents for electronic employee files.
- Assists with maintaining and administering the Town Vehicle Fleet, including records, titles and insurance. May schedule cars for Town Hall use and maintenance.
- Compile data for written reports to Town officials and state agencies as required or requested.
- Perform a variety of routine administrative duties, including preparing correspondence, scanning documents into HR database, personnel files, and other materials.
- Completes requests for Verifications of Employment including mortgage, loan, credit cards, prior employees work references, etc.

- Maintains the I-9 documentation binder.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Acts as back up, to inputting all relevant HRIS information including changes in benefits, compensation and other relevant HRIS employee data.
- Responsible for all other HR projects as assigned by Director and/or Assistant Director as approved.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continued professional development.
- Assists other department staff as needed to promote a team effort to serve the public.

Supervision:

Supervision Scope: Performs varied and responsible administrative duties requiring the knowledge of labor laws and regulations. Exercise good judgment and initiative to effectively and efficiently implement payroll and department policies and practices.

Supervision Received: Works under the general direction of the Assistant Human Resources Director and the Director of Human Resources, following professional standards, procedures and policies.

Supervision Given: None.

Minimum Required Qualifications:

Education, Training and Experience:

Bachelor degree with some work experience to 3 years payroll experience preferably with ADP payroll/workforce/HRIS. Specialized course work in accounting, general office practices, human resources or information technology are a plus.

Special Requirements:

Payroll certification or ADP Workforce Now experience or other payroll/HRIS are a plus.

Knowledge, Ability and Skill:

Knowledge: Working knowledge and experience in Microsoft suite of applications, especially Excel ; knowledge of standard office practices and procedures; working knowledge of governmental accounting principles and practices; knowledge of State Statutes and Federal laws related to wage and hour laws, FMLA, HIPPA and

unemployment, etc.; knowledge of appropriate computer systems; working knowledge of municipal operations are helpful.

Ability: Ability to deal effectively and maintain working relationships with employees and department heads; ability to consistently implement policies and procedures and to be able to explain them; ability to multitask and prioritize; ability to meet time restricted deadlines; ability to work independently and as part of a team; ability to maintain confidential records; ability to prepare reports in written form; ability to utilize software applications as they relate to payroll functions; ability to perform arithmetic computation accurately and quickly and to work under pressure with interruptions.

Skill: Excellent verbal and written communication skills; aptitude for working with and explaining policies and procedures to people of all ages; aptitude for maintaining effective working relationships with various groups; mathematical and problem solving skills; aptitude for working with paperwork and details; skill in using standard office equipment and computer systems; skills associated with handling numerous projects at one time; excellent organizational skills. Must exhibit positive communication skills and be proactive in assisting others.

Job Environment:

Administrative work is performed in a moderately noisy office with regular interruptions during the day from the public or employees via telephone or in person.

Requires the operation of telephone, personal computers, copiers, fax, and other standard office equipment.

Makes frequent contact with employees and Town staff; occasional contact with vendors, state and outside agencies, State and Federal Departments of Labor, etc. as needed. Communication is frequently in person, by telephone, email, and in writing. Contact requires a high level of courtesy and confidentiality.

Errors in judgment or omissions could result in monetary loss or rework and delay in service.

Has access to extensive confidential information such as personnel records and collective bargaining issues.

The Town offers a wide variety of benefits including: Medical & Dental Insurance, Term Life Insurance, CMERS Pension, Paid Vacation, Paid Sick Leave, Paid Holidays, and other benefit lifestyle programs.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law. The Town of Branford reserves the right to limit the number of

qualified candidates who will be considered for the position. Candidates offered a position would be required to pass a substance abuse and drug test given at the Town's expense as a condition of employment. The Town of Branford conducts background investigations for all positions prior to hiring. Refusal to sign the release form will terminate the candidate from further consideration.