

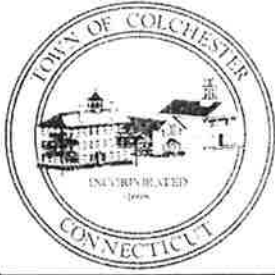
Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

**Board of Selectmen Agenda
Special Meeting
Monday, June 3, 2019
Colchester Town Hall, 2 p.m.**

1. Call to Order
2. Citizen's Comments
3. Discussion and Possible Action on Finance Department Payroll & Accounts Payable Manager Job Description
4. Adjourn

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Town of Colchester/Colchester Public Schools Job Description

Finance Department Payroll & Accounts Payable Manager

OVERVIEW

The Finance Department is responsible for maintaining all budgets, accounts, payroll and financial records of the Town and School District. This is a highly responsible position requiring strong financial management and analytical skills. This position involves the performance of a wide variety of professional payroll, accounts payable and financial control functions for a combined Finance Department.

WORK SCHEDULE

Monday-Friday, 8:00 a.m. - 4:30 p.m. with a half hour lunch break (40 hours/week).

SUPERVISOR

Work under the direct supervision of the Chief Financial Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Payroll processing – review and supervise payroll calculations and data entry of hours/earnings/deductions into payroll accounting system.
- Review payroll financial reports and data against source documents for accuracy, including comparison of data maintained in other software programs (such as Aesop).
- Verify/balance all payroll reports.
- Responsible for processing of all payroll remittances to employees, including checks and direct deposits.
- Maintain payroll database on all employees.
- Maintain and update deduction and employer contribution records for all union and non-union employees, including any required reports, for the following: 457 deferred compensation plan, 401(a) defined contribution plan, 403(b) plan, defined benefit pension plan, State Teachers Retirement plan, health insurance, Section 125 medical & dependent care, employee health savings accounts, and garnishments.
- Responsible for oversight and maintenance of employee benefits database in coordination with Human Resources department and contracted Employee Benefits Administrator.
- Review invoices from insurance carriers for employee related insurance and submit for payment.
- Work with Human Resources department to report workers compensation claims, and provide additional information as necessary.
- Maintain OSHA reports.
- Responsible for preparation, review and distribution to all employees of Federal and State W-2 forms, and Federal Form 1095 related to reporting requirements under the Affordable Care Act. Ability to prepare and submit applicable quarterly and annual State & Federal tax reports.
- Assists CFO in preparation of annual payroll budgets.
- Prepare and maintain payroll and benefits data for collective bargaining negotiations as requested.
- Accounts Payable processing – review and supervise processing of purchase orders, invoices for payment, including data entry into accounting system.
- Maintain accounts payable database on all vendors.
- Supervise processing of 1099 forms to vendors and prepare and submit applicable State & Federal tax reports.
- Verify and post data in accordance with state and federal regulations and acceptable accounting practices to maintain centralized payroll, accounts payable and budget control system.

- Transmit all direct deposit and electronic fund transfer (EFT) files to Financial Institutions.
- Work directly with Town and School Departments and personnel as requested by the CFO.
- Perform additional duties/tasks as may be directed by the CFO.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Must have:
 - Excellent written and oral communication skills.
 - Understanding of procedures and requirements of the Freedom of Information Act or ability to learn.
- Must be able to:
 - Maintain a high level of confidentiality in and out of the office.
 - Review and process paperwork with a high degree of accuracy.
 - Recommend and administer policies and procedures including planning, financial management, report development and writing.
 - Establish and maintain accurate files and record systems.
 - Be highly organized and prioritize when under pressure and with deadlines.
 - Concentrate on fine detail with constant interruption.
 - Effectively operate information technology equipment and programs in an automated accounting system, including but not limited to Word, Excel, Munis, Powerpoint, Adobe Acrobat.
 - Communicate, work effectively, exhibit a professional manner, and maintain positive relationships with staff, vendors, and the general public.
 - Represent the department in a professional and courteous manner.
 - Lift and/or move up to 25 pounds.
 - Perform the essential functions of the job with minimal supervision and with or without reasonable accommodations.

EDUCATION AND EXPERIENCE

- Bachelors Degree or equivalent experience.
- Four years of responsible payroll or office accounting/bookkeeping experience.

WORK ENVIRONMENT

It is the policy of the Town of Colchester and Colchester Public Schools to provide a safe and healthy workplace for all employees. The Town of Colchester and Colchester Public Schools are committed to reducing and controlling the frequency and severity of work-related accidents. It is the responsibility of every employee to report all accidents, incidents and occupational illnesses, as well as any perceived hazardous conditions. While performing the duties of employment, it is the employee's responsibility to work in a safe and responsible manner. This includes following both OSHA and Town of Colchester and Colchester Public Schools safety policies.



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