



Town of Colchester/Colchester Public Schools Job Description

Finance Department Payroll & Accounts Payable Assistant

OVERVIEW

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

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 Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Payroll processing – perform 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.
- Prepare and distribute all payroll remittances to employees, including checks and direct deposits.
- Enter updates to payroll database on all employees as directed.
- Enter updates to deduction and employer contribution records for all union and non-union employees, including any required reports as directed, for the following: 401(a) defined contribution plan, defined benefit pension plan, health insurance, employee health savings accounts, and garnishments.
- Enter updates to employee benefits database in coordination with Human Resources Director and Town Accountant.
- Prepare and distribute Federal and State W-2 forms, and Federal Form 1095 related to reporting requirements under the Affordable Care Act, to all employees.
- Accounts Payable processing – review and process purchase orders, invoices for payment, including data entry into accounting system.
- Enter updates to accounts payable database on all vendors as directed.
- Prepare and distribute all 1099 forms to vendors.
- 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.
- Convert and distribute purchase orders.
- Track benefits including insurance, retirement, and accruals according to union contracts and Town policies.
- Research and complete quarterly and yearly OSHA reports.
- Track accruals for full time and part time employees including calculating part time quarterly amounts.
- Process terminated employees in Munis, PPI and all other applicable areas.
- Work directly with Town Departments and personnel as requested by the Director of Finance.
- Perform additional duties/tasks as may be directed by the Director of Finance.

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.
 - 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, 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

- Associates Degree or equivalent experience.
- Two years of responsible payroll or office accounting/bookkeeping experience.

WORK ENVIRONMENT

It is the policy of the Town of Colchester to provide a safe and healthy workplace for all employees. The Town of Colchester is 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 safety policies.