

ACCOUNT CLERK III
Payroll/Benefit Coordination
FINANCE OFFICE

Job Summary

Is responsible for the administration payroll and coordination of benefits for the town. Performs general accounting tasks and routine clerical duties.

Supervision Received

Works under the general supervision of the Deputy Finance Director. Performs routine duties independently.

Supervision Exercised

None.

Examples of Duties

1. Administers complex, computerized payroll for all employees which involves data entry and proofing of hours worked, preparation of payroll checks and various reports, electronic transfers of direct deposits and payroll taxes, and other related functions.
2. Processes payroll ensuring adherence to various collective bargaining agreements and Town Personnel Policy.
3. Maintains accrued vacation and sick leave records and prepares various related reports.
4. Coordinates payroll tax administration, including State and Federal tax filings, W-2's, unemployment compensation.
5. Administers adjustments to payroll for STD and Workers Compensation employee benefits.
6. Provides assistance to and works with Human Resources on various interrelated tasks.
7. Prepares monthly retirement electronic filing report for the State.
8. Answers inquiries from employees and other departments.
9. Prepares general ledger distribution and payment of employee benefits.
10. Bills retirees and employees for outstanding insurance premium balances.
11. Deposits cash receipts collected by other departments.
12. Records cash receipts reported by Town Clerk/Tax Collector and Assessor.
13. Processes employee group insurance and retirement plan enrollment forms, related change forms and benefit termination.
14. Processes retiree group insurance and related change forms.

15. Prepares financial analyses as needed.
16. Performs accounts payable duties during absence of the Account Clerk II.
17. Performs other related duties as required.

Knowledge, Skills, and Abilities Required

Good working knowledge of payroll, benefits, and accounting records and procedures; experience performing payroll and benefits administration in compliance with Collective Bargaining Agreements; ability to perform computer data input accurately and with reasonable speed; working knowledge of modern office equipment including typewriters and calculators; working knowledge of computer word processing and spreadsheet applications, preferably Word and Excel; ability to make rudimentary arithmetical calculations rapidly and accurately; ability to follow oral and written instructions; ability to establish an effective working relationship with other employees; and ability to exercise logic and judgment in the performance of all duties.

Minimum Qualifications Required

Associate degree in accounting or business with accounting courses and two years of experience in payroll accounting and benefit administration; or any equivalent combination of education and experience, which demonstrates possession of the required knowledge, skills, and abilities. Municipal experience preferred.

COGNITIVE AND SENSORY REQUIREMENTS:

Talking: Necessary for communicating with others.
 Hearing: Necessary for taking instructions and receiving information.
 Sight: Necessary for doing job effectively and correctly.

DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:

Consecutive Hours:

Sit	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8

Total Hours:

Sit	1	2	3	4	5	6	7	8
Stand	1	2	3	4	5	6	7	8
Walk	1	2	3	4	5	6	7	8

ENVIRONMENT: Inside: 95% Outside: 5%

EQUIPMENT USED: typewriter, computer, telephone, copy and fax machine, calculator

HAND MANIPULATION:

Grasping: Frequently required
 Handling: Frequently required
 Tourquing: Not required
 Fingering: Frequently required

CONTROLS AND EQUIPMENT: computer, typewriter, calculator, copy machine, fax machine, telephone

LICENSURE/CERTIFICATION REQUIREMENTS:
None.

PHYSICAL ACTIVITY REQUIREMENTS:

PRIMARY PHYSICAL REQUIREMENTS:

LIFT up to 10 lbs.: Frequently required.

LIFT 11 to 25 lbs.: Rarely required.

LIFT 26 to 50 lbs.: Not required.

LIFT over 50 lbs.: Not required.

CARRY up to 10 lbs.: Occasionally required.

CARRY 11 to 25 lbs.: Rarely required.

CARRY 26 to 50 lbs.: Not required.

CARRY over 50 lbs.: Not required.

REACH above shoulder height: Occasionally required.

REACH at shoulder height: Frequently required.

REACH below shoulder height: Occasionally required.

PUSH/PULL: Not required.

OTHER PHYSICAL CONSIDERATIONS:

Twisting: Rarely required.

Bending: Occasionally required.

Crawling: Not required.

Squatting: Not required.

Kneeling: Not required.

Crouching: Not required.

Climbing: Not required.

Balancing: Not required.

WORK SURFACE(S):

Standard office desk and chair. Carpet and tile floors.