**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Finance Department*

## *Payroll Clerk*

##

## GENERAL STATEMENT OF DUTIES:

The payroll clerk position is accountable for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* Make appropriate changes to employee names and addresses
* Make appropriate changes to direct deposit, recurring deductions, taxes, etc
* Enter wage increases according to union guidelines or board of selectman directive
* Keep record of employee benefit time used and accrued
* Calculate employee unused sick leave payment at fiscal year end
* Set-up payroll information for new hires
* Verify accuracy of all of the above before instituting same
* Thoroughly check finished payroll for errors, especially in shift differential for DPW and PD
* Journalize weekly payroll expenses by department and category and enter into general ledger
* Verify employee status for outside sources, i.e. wage verification for loans and mortgages, etc.
* Answer employee inquiries germane to payroll
* Have knowledge of fiscal procedures to allow for end of year financial accounting of payroll expenses
* Maintain record of monthly dues for five unions and apply for checks to proper agencies
* Handle any garnishments or child support payments that are served on the town
* Complete various annual surveys
* Complete quarterly multiple worksite report for state department of labor
* Create time sheets for town departments
* Transmit workers comp payments to payroll to allow for employee's tax benefit
* Analyze various accounts as directed by finance director
* Prepare weekly payroll transfer and tax information
* Prepare lists of deferred compensation for payment or transfer
* Distribute payroll checks to each department
* Responsible for performing a variety of clerical tasks related to payroll maintenance
* Perform any other duties related to payroll as required

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by his or her supervisor.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the Accounting Manager and the Finance Director
* Works under the general supervision of the First Selectman

## SUPERVISION EXERCISED:

* None.

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Proven ability to utilize and develop computerized spreadsheets and word processing applications.
* Excellent client service skills.
* Excellent communication skills.
* Ability to work in a team oriented environment.
* Ability to work independently in a time sensitive environment.
* Ability to maintain confidentially is mandatory.
* Ability to communicate clearly, timely, and accurately.
* Ability to develop and maintain cooperative working relationships.
* Ability to organize workload, adapt quickly to change, and deliver under the pressure of deadlines.

## EXPERIENCE AND TRAINING:

* High school diploma required
* Two (2) years related experience in a computerized accounting environment preferably within a payroll function.
* Associates or Bachelor’s degree would be a plus.

**REVIEW PROCESS:**

* Essential duties & responsibilities will be reviewed directly with employee’s department head in an annual meeting scheduled each January
* The First Selectman, in conjunction with the employee’s department head and HR, will conduct an annual employee performance review each January and mid-year review each July.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman and the Finance Director. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.