

Town of Sharon

Job Description

Title of Position: Payroll/Benefits Administrator

Department/Appointing Authority: Treasurer/Collector

Date: August 13, 2015

Originator: Alicia T. McOsker

Personnel Board Use Only

Classification_OC-3a_____

Effective Date of Classification_July 1, 2015_____

Classification Authority_X_Personnel Board __Collective Bargaining

1. Summary Description

Highly confidential position responsible for salary and classification administration, payroll processing, maintenance of personnel files, benefits administration, providing information and maintaining health and dental insurance plans, as well as other employee benefits, for the Town's employees and dependents, both active and retired.

2. Essential Functions

- Supervises the payroll process, including pensioners' to ensure accuracy, timely completion in accordance with Town policies, state and federal laws.
- Produces W-2's for the Town. Prepares quarterly reports for taxes to the Internal Revenue Service and the Massachusetts Department of Revenue. Prepares annual year end reports and various special reports per management request. Prepares reports requested by the media.
- Responsible for the supervision of the disbursement of payroll and vendor checks.
- Performs complex financial calculations to determine Blue Cross/Blue Shield and other insurance payments, to ensure accurate billing and collection of payments to the Town. This process involves tracking deductions from the first pay date until the end of the fiscal year for both Town and School Department employees.
- Responsible for maintaining and distributing health, dental and life insurance information packets to new hires, employees and retirees.
- Administers employee health, dental and life insurance benefits programs for all employees.
- Plans, organizes and promotes the annual open enrollment health/wellness/benefits fair in conjunction with health plan participants and other benefit providers.
- Provides employees and retirees with detailed information relating to health, dental and life insurance plan benefits, costs as well as determining eligibility.

- Conducts monthly audits of active/retired health plan, dental and life insurance participants and notifies the Town's providers, Retirement and/or affected departments of discrepancies.
- Researches discrepancies between employee insurance withholdings and company invoice.
- Provides written notification and verbal instructions regarding available town benefit plans, COBRA regulations and life insurance conversion to retiring and terminating employees.
- Verifies employment for financial institutions.
- Perform general administrative duties including the preparing of correspondence, mail, answering telephones and many other relevant duties pertaining to the day to day operation of the department.
- Archives files and maintains archived filing system.
- Coordinates with Norfolk Retirement and the Massachusetts Teacher's Retirements for employee length of service verification and research.
- Responsible for long term disability program maintenance and payment of monthly bill.
- Process death claims for life insurance policies.
- Maintains strict confidentiality in all matters of a sensitive nature.

3. Reporting Structure

Position is under the general direction of the Treasurer/Collector.

4. Supervision

May allocate work to Financial Assistant as assigned to payroll/benefits administration function and advise time keepers for the town under the guidance of the Treasurer/Collector.

5. Physical Environment

Environment is a normal professional office environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

6. Education

Bachelor's degree in business, finance, accounting or related field plus 3 years of related experience, preferably in a municipal setting; or an equivalent combination of education and experience. Additional directly related experience may be substituted for education, see section 7 below.

7. Experience

A minimum of 3 years of directly related experience, preferably in a municipal setting is required. An additional 4 years of directly related experience may be substituted for a Bachelor's degree or an additional 2 years of directly related experience may be substituted for an Associate's degree.

Requires strong communication skills. Maintain a professional approach to conflict resolution and possess a strong working knowledge of Massachusetts General Laws as they pertain to the Treasurer/Collector's office functions.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.