

**TOWN OF SHARON
JOB DESCRIPTION**

Title of Position: Payroll/Benefits Administrator

Department/Appointing Authority: Treasurer/Collector

Date: October 11, 2018

Originator: Lisa Clark, Treasurer/Collector

Personnel Board Use Only

Classification: OC-2b

Effective Date of Classification:

Classification Authority: ☐ **Personnel Board** ☐ **Collective Bargaining**

1. Summary Description

Highly confidential position that performs complex financial and administrative work involving maintenance and management of personnel records, benefits administration, salary and classification administration for both active and retired employees.

2. Essential Functions

- Develop and implement Town and School procedures for benefit administration including; medical, dental, short and long term disability, life insurance, paid leave, FSA, 457b, 403b, OBRA, and Roth retirement plans and ensure compliance with Federal regulations. Conduct monthly reconciling of active/retired health plan, dental and life insurance participants. Notify and resolve discrepancies and disputes directly with the benefit provider vendors, retirement boards and/or affected departments. Manage and reconcile retiree's monthly insurance deductions from pension checks; through both Norfolk County Retirement Services, and Massachusetts Teachers Retirement Services.
- Manage on-boarding and off-boarding of employees including the retiree conversion process by conveying instructions, detailed cost of benefits as well as

determining eligibility. Responsible for overall employee benefits administration and maintenance; including open enrollment, QLE, COBRA and Medicare conversions. Resolve issues with same by acting as liaison with company or agency involved.

- Plan, organize and promote the annual open enrollment health/wellness/benefits fair in conjunction with benefit providers and plan participants; both active and retired.
- Responsible for record management and maintenance of employee master records, deduction records, job and salary records for all personnel; such as position codes, pay types and codes, deduction/withholding codes, and demographic data. Establish and maintain master auxiliary records, capturing all dynamic benefit deductions codes, for each pay-cycle frequency for both Town and School. Create manual tax adjustment for payroll cost centers. Formulate adjustments to warrants when necessary, such as voided payroll checks and reissues, as well as process ACH reversals, and debit replacements.
- Produce and submit reports for the Department of Revenue, Department of Unemployment Assistance, Department of Labor and other governmental entities. Verify insurance payments to ensure accurate billing and collection of payments to the Town for both the Town and School department employees. Reconcile and remit monthly payroll deductions to retirement boards, multiple insurance companies, etc.; prepare and reconcile quarterly payroll tax reports to year end totals; process W-2 forms; complete and submit year-end reports.
- Verifies employment for financial institutions. Process all Town related unemployment claims.
- Track, calculate, transmit and process the special payroll for the tax work off program. Record appropriate tax filing.
- Oversees the payroll process to ensure accuracy and timely completion in accordance with Town policies, state and federal laws, including production and distribution of W-2s and 1095s for the Town and School.
- Provides data to Norfolk County Retirement Services and the Massachusetts Teacher's Retirement Service for determination of pension payments to retirees, based on employee length of service and verification of salary history. Generate vouchers for Medicare payments. Maintain retiree database using MS Access.

3. Supervision

Directly supervises the Financial Assistant - Treasury Department.

Allocates work to the Financial Assistant – Collections Department as assigned to payroll/benefits administration functions.

4. Reporting Structure

Reporting to Treasurer/Tax Collector, works independently and takes initiative to complete all the requirements of the department.

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/Basic Knowledge

Bachelor's Degree in Human Resources, Business Administration, Business Management, Public Administration, Finance, Accounting or closely related field; with 3 years of related experience in employee benefits administration or payroll processing, preferably in municipal government or an Associate's degree and 5 years of closely related experience. Certification by SHRM is desirable. Additional directly related experience may be substituted for education.

Knowledge: Extensive knowledge of benefits administration, payroll administration and labor law related to municipal government.

Skills: Benefits administration, payroll management and supervisory skills required.

Abilities: Ability to maintain complex financial records and prepare periodic reports from such records. Ability to maintain positive working relationships with employees, general public, benefit providers, retirement boards, local state and federal agencies. Considerable ability to handle sensitive employees and retirees matters with empathy and tact.

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 and 2 years of directly related experience may be substitute for an Associate's degree in human resources, business, finance and or accounting.

Requires strong working knowledge of payroll administration, benefit administration and communication skills. Maintain a professional approach to conflict and possess a strong working knowledge of Massachusetts General Laws as they pertain to the Treasurer's office.

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.