

TOWN OF WELLESLEY

DRAFT 08.19.2020

Position Description

TITLE: Payroll Manager

DATE:

DEPARTMENT: Selectmen

APPROVED:

DIVISION: Financial Services

HUMAN RESOURCES:

ACCOUNTABILITY OBJECTIVES

The Payroll Manager is responsible for the timely and accurate production and processing of the weekly Town-wide payroll (includes School, Municipal Light Plant (MLP), and all other Town Departments) and plays a pivotal role in the ongoing accuracy and integrity of the payroll masterfile. The incumbent is an integral member of project management teams that implement new technology or establish systems designed to properly administer benefit changes.

NATURE OF POSITION

The Financial Services Department processes the weekly payroll for over 1,200 employees. The Payroll Manager is responsible for initiating the weekly payroll process and making files available to the departments, then later consolidating and verifying the accuracy, approvals, and supporting documentation for the inputs of all departments.

As the primary responsibility, the Payroll Manager verifies the approval and appropriate documentation, then processes all permanent and temporary changes made to the payroll system. All data received from the various Town departments is verified, and all necessary wage computations are performed. As a complement to the payroll system, the incumbent maintains the employee absence reporting system that documents all employee absences on a weekly basis. The position also administers withholdings.

The Payroll Manager must have an intimate knowledge of the computerized payroll and absence reporting systems and familiarity with the terms of the By-laws and all collective bargaining agreements. The incumbent carries out responsibilities with a minimum of supervision, and refers matters of difficulty to the Finance Director. The incumbent has a significant amount of interaction with various Town departments, requiring excellent interpersonal and communication skills.

DIMENSIONS

There are approximately 1,200 Town employees; weekly payrolls are approximately \$800,000 and biweekly school payrolls are an additional \$2.6 million. The incumbent has complete access to confidential Payroll and Deduction information for all employees and must safeguard this information at all times.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Updates the payroll masterfile based upon properly approved source documents obtains any missing approvals before updating. Processes properly authorized withholding changes that are requested by Human Resources, a court order, or the employee. Maintains physical payroll files.
2. Calculates retro pay when appropriate, including payments for union contract settlements.
3. Creates annual pay tables for the MUNIS payroll system based upon union contract agreements and obtains approval from appropriate management before inputting. Must be thoroughly familiar with contract terms in order to verify weekly payrolls.
4. Maintains deduction codes for all positions with the Town. Participates in meetings to change or add codes required by changing regulations, benefit offerings, and contract terms. Is aware of tax regulations associated with payroll and benefits.
5. Enters deductions for all new hires. Computes voluntary salary deductions for each employee (except health and life insurance premiums); enters Retirement System deductions; prepares special computations for payroll purposes as needed.
6. During weekly payroll, electronically “moves” departmental payroll batches for the departments that enter their hours.
7. Receives completed worksheets and time cards from Town departments; verifies payroll changes for accuracy; checks timecards for accuracy; prepares payroll totals for verification with payroll batch printout. Directly inputs payroll for smaller Town departments. Obtains proper management approvals and documentation. Brings unusual entries to the Finance Director’s attention and may request additional documentation.
8. Maintains weekly employee absence reporting system for all non-instructional Town employees.
9. Maintains relationship with unemployment compensation consultants in order to determine validity of claims; audits claims billed to the Town and works with departments, including the School Department, to complete unemployment forms with supporting documentation. Submits all claims electronically via the state’s online platform. Communicates with department heads to ensure they attend scheduled determination hearings when applicable.
10. Processes direct deposit requests from employees, after verifying the employee’s identity and adds bank code for new banks to ensure proper setup.
11. Verifies employment and wages for unemployment filings, mortgage applications, IRS

liens, child support; prepares various reports and listings as required by the Town and the State; and compiles payroll related data as required.

12. Assists with contract costing, performs employees counts and data analysis as requested by the Finance Director.
13. Updates calendar year end deduction limits, including 457 plans and union deductions when applicable. Enters yearly auto allowance in a December payroll.
14. Verifies longevity eligibility with Human Resources and administers yearly longevity payment in July for non-union staff.

MINIMUM QUALIFICATIONS

- Associates degree in Accounting or Finance and at least five years' lead payroll experience in a large organization.
- Must be proficient with Excel.

Preferred

- Four year degree in Accounting or Finance and three years' lead payroll experience in a large organization.
- MUNIS proficiency.