



**Job Description**  
**Town of Westerly**

Job Title:	Payroll Assistant								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Human Resources			Supervision Exercised:			None		
Last Revision:	08/2017								

**General Summary:**

This position is responsible for performing a variety of administrative and technical work in payroll preparation and processing.

**Career Ladder**

This position is part of a career ladder with the Payroll and HRIS Specialist and Senior Payroll and HRIS Specialist. This position differs from the Payroll and HRIS Specialist in that this position performs entry level payroll contribution for the Town and does not require professional certifications, advanced knowledge in all aspects of Human Resources and time in service requirements as listed in the career ladder checklist for the Payroll and HRIS Specialist position.

**Essential Functions:**

1. Complies with federal, state, and local legal requirements in payroll processing.
2. Reviews, analyzes and checks payroll forms and reports for accuracy and makes necessary adjustments or corrections.
3. Reviews payroll codes in the ERP system for accuracy and consistency and appraises management on differences.
4. Processes payroll workflow to ensure all payroll transactions are processed accurately and timely.
5. Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department transfer/update information.
6. Pays employees coordinating with departmental staff in the production and issuance of paychecks or electronic transfers.
7. Processes biweekly payroll and all payroll related transactions for the organization.
8. Prepares and W-4s, YTD earnings, 1095C, ACA compliance, etc.
9. Troubleshoots routine and entry level payroll issues and coordinates with senior staff responding to questions and issues.
10. Resolves routine payroll issues and communicates with and explains in-person or via phone/e-mail to affected individuals.
11. Utilizes crystal reports to extract data from the Town's ERP and provide information as requested.
12. Performs any other related duties as assigned in the areas of payroll.

## **Other Functions:**

1. Attends conferences, seminars, committee meetings as required.
2. Prepares relevant management reports, including weekly, monthly, quarterly, and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefits deductions, etc.
3. Utilizes computer applications such as word processing, database, internet, desktop publishing and HRIS.
4. Travels to test sites, on-site job audit locations, training locations, or other Town facilities as required.
5. Other related duties as assigned.

## **Education & Experience:**

### Education:

Bachelor's degree in human resources, public administration, accounting, business administration, or related field.

### Experience:

One year of experience in computerized payroll processing.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

## **Knowledge, Skills & Abilities:**

The position requires the following knowledge:

- Knowledge in the principle, practices, laws, regulations and procedures of automated payroll systems.
- Knowledge of ERP systems which includes configuration and testing to meet business needs.
- Working knowledge of Federal, State, and local laws pertaining to payroll practices including pre and post-tax deductions, annual payroll reporting requirements, ACA and other related legislation.
- Knowledge of various human resources information systems (HRIS).

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well developed analytical capabilities.

This position requires the ability to:

- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.

- Manage various computer applications including Excel and Word

**Licenses & Certifications:**

Certified Payroll Professional (CPP), or Fundamental Payroll Certification (FPC) by the American Payroll Association is highly preferred. Fundamental Payroll Certification (FPC) by the American Payroll Association will be required within the first 12 months of hire.

Possess a valid driver’s license.

**Special Requirements:**

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

**Working Conditions & Environment:**

<i>Physical Activities</i>	<i>Amount of Time</i>			
	<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Stand		<b>x</b>		
Walk		<b>x</b>		
Sit				<b>x</b>
Use hands to finger, handle, or touch				<b>x</b>
Reach above shoulders		<b>x</b>		
Climb or balance		<b>x</b>		
Stoop, kneel, crouch, or crawl	<b>x</b>			
Talk or hear				<b>x</b>
Taste or smell	<b>x</b>			
Driving (including valid driver’s license)	<b>x</b>			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Up to 10 pounds			<b>x</b>		
Up to 25 pounds			<b>x</b>		
Up to 50 pounds		<b>X</b>			
Up to 100 pounds		<b>X</b>			
More than 100 pounds		<b>X</b>			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
<b>x</b>	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		<b>None</b>	<b>&lt;1/3</b>	<b>1/3 to 2/3</b>	<b>&gt;2/3</b>
Work near moving mechanical parts		<b>x</b>			
Work in high places		<b>x</b>			
Risk of electrical shock		<b>x</b>			
Risk of radiation		<b>x</b>			
Work in extreme weather conditions		<b>x</b>			
Exposure to blood or other body fluids		<b>x</b>			
Exposure to hazardous chemicals		<b>x</b>			
<i>Special Vision Requirements</i>					
<b>x</b>	Close vision	<b>x</b>	Distance vision		
	Color vision	<b>x</b>	Peripheral vision		
<b>x</b>	Depth perception	<b>x</b>	Ability to adjust focus		

*The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.*