



Job Description
Town of Westerly

Job Title:	Senior Payroll and HRIS Specialist								
FLSA:	Exempt		Non-Exempt	X	Union Status:	Union		Non-Union	X
Supervision Received:	Dir. Human Resources			Supervision Exercised:			Departmental Staff		
Last Revision:	08/2017								

General Summary:

This position is responsible for performing a variety of complex administrative, technical, and professional work in Payroll and HRIS administration.

Essential Functions:

1. Complies with federal, state, and local legal requirements by studying existing and new legislation, enforcing adherence to requirements and advising management on needed actions.
2. Maintains payroll information by designing systems, directing the collection, calculation and entering of data.
3. Reviews and analyzes current payroll and payroll related benefits and tax procedures in order to recommend and implement changes leading to best practice operations.
4. Reviews, analyzes and checks payroll forms and reports for accuracy and makes necessary adjustments or corrections.
5. Creates and maintains payroll codes in the ERP system and sets up and reconciles voluntary payroll deductions.
6. Manages payroll workflow to ensure all payroll transactions are processed accurately and timely.
7. Updates payroll records by reviewing and approving changes in exemptions, insurance coverage, savings deductions, and job titles, and department transfer/update information.
8. Pays employees by directing the production and issuance of paychecks or electronic transfers.
9. Processes biweekly payroll and all payroll related transactions for the organization.
10. Prepares and audits W-4s, payroll balance sheets, YTD earnings, 1095C, ACA compliance, etc.
11. Communicates actively with department heads, staff, and finance to review cross-departmental impacts and reconcile data sharing.
12. Resolves all payroll issues and communicates with and explains in-person or via phone/e-mail to affected individuals.
13. Acts as primary point of contact for the ERP system (MUNIS), setting-up/auditing user permissions.
14. Identifies areas of opportunity to improve existing ERP processes, functionality and work flow, and maximizes technological capabilities to reduce manual processes and improve data management and efficiency.
15. Ensures accuracy and completeness of data in master files and various support tools.
16. Establishes and maintains security and integrity controls.
17. Trains and provides troubleshooting tips to other organizational staff on features and functionality.

18. Utilizes crystal reports and other tools to develop custom reporting out of the ERP system and acts as a point of contact to all users on retrieving data from the system to meet their needs.

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:

Three years of experience in computerized payroll processing and ERP/HRIS systems.

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:

- Expert 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.
- Expert 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.
- Expert 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. Human Resources Information Professional (HRIP) by the International Association for Human Resources Information Management is preferred. One professional certification 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>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	x			

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