



PAYROLL AND BENEFITS MANAGER

Salary Range: M/106

DEFINITION

To perform all duties associated with payroll and benefits administration for all full and part-time employees. This also includes professional-level accounting clerical work involved in the maintenance of financial or statistical records in an payroll system and journey-level accounting work involved in the accounts receivable, accounts payable, and revenue specialists systems.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Finance Manager and general supervision from the Finance Director.

May exercise technical and functional supervision over less experienced accounting and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Process all payrolls associated with Town employment – both full and part-time/seasonal employees, including general payroll (bi-weekly), over-time, holiday pay, final compensation, retroactive pay, sick time calculation and payoff, and leave payouts twice annually.
- Process payrolls through a software program and know and understand the software and how it works, be able to recognize when the program is not functioning properly, and run various reports from the system, as requested.
- Maintain the employee database in the payroll system by adding new employees into the database along with all relevant data, i.e. tax withholding, retirement information, benefit information, and any other deductions; make any requested changes for existing employees and delete employees from active payroll who no longer are employed by the Town.
- Carefully review timesheets for each employee and question any “unclear” entry; enter time for processing payroll
- Maintain accurate payroll deductions for all applicable employees; deductions include child support, wage orders, garnishments, union dues, retirement contributions, deferred compensation deductions, and any other miscellaneous deductions.

- Know, understand, and apply the requirements of each MOU for each classification of employee including the Management Employee Association (MEA), the General Employee Association (GEA), the Public Works Employee Association (PWEA), the Peace Officer Association (POA) and non-represented employees. This includes tracking comprehensive leave, compensatory time, administrative leave and furloughs.
- Transfer funds through electronic deposit and electronic file transfer such as employee direct deposit, social service beneficiary direct deposits, federal tax payments, state tax payments, and deferred compensation deposits.
- Process all Personnel Action Forms (PAFs) given from the Personnel Department.
- Calculate comprehensive leave and state disability payments and compensate employees on FMLA/CFRA accurately, and on time; communicate with employees about their changes in pay associated with this leave.
- Maintain salary in lieu schedule of which employees receive it and ensure accuracy in application of this benefit.
- Conduct periodic internal audits to ensure compliance with state and federal law and accuracy of compensation at all levels.
- Administer benefits including enrollments, changes, and payments for health insurance, vision/dental insurance, life insurance, deferred compensation, retiree benefit payments, and other employee benefits.
- Administer payroll transfers to the general ledger and ensure only certain expenditures transfer directly to the general ledger and all necessary information that does not transfer automatically gets to the appropriate place for proper recording/accounting.
- Balance payroll with transfers in and payments out; balance all bills paid out of payroll and ensure they clear (i.e. benefits, garnishments, etc).
- Pay payroll taxes in a timely manner under strict constraints; payroll is directly responsible for any penalties applied if time guidelines are not followed.
- Process state and federal quarterly taxes through the 941 Federal Quarterly Report; process the DE-6 State Quarterly Report; Finance Specialist is directly responsible for penalties in connection with inaccuracies of these reports.
- Process W-2 statements at year-end and ensure they are accurate and issued annually to each employee on the payroll by the end of January each year; reconcile W-2 statements to the 941 Quarterly tax statements; balance W-2 statements with all tax payments throughout the year.
- Interface with employees and answer questions associated with employee health and medical benefits and pay.
- Respond quickly and accurately with any requests for payroll or benefit information via reports to management or from individual employees.

- Serve as support for and may perform all duties related to miscellaneous billing for services through the Accounts Receivables system for the Town and act as a back-up for Accounts Payable, Cashier, Finance Manager, and Revenue Specialists, when required.
- Perform other duties, as assigned.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures, methods and equipment.
- Terminology used in financial record keeping.
- Principles of basic mathematics.
- Principles and practices of financial record keeping.
- Municipal accounting system requirements and procedures.
- State and Federal leaves and how they work with Town policy and procedure including worker's compensation, Family Medical Leave Act/California Family Rights Act, California Pregnancy Disability Leave, and State Disability.

Ability to:

- Interpret and apply administrative and departmental policies, laws and regulations.
- Operate and use modern office equipment, including computer equipment.
- Maintain financial and statistical records.
- Quickly and accurately perform mathematical calculations.
- Perform varied clerical and technical work.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective and professional working relationships with those contacted in the course of work.
- Work independently in the absence of supervision.
- Supervise and train assigned staff.
- Process accurately and timely, all payroll and employee benefits.
- Answer employee questions related to their benefits enrollments.
- Answer requests for payroll reports and information in a timely and accurate manner.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Bachelor's degree in Public Administration, Finance, Accounting, or other related field.

Experience:

Four years of experience performing duties comparable to those listed in this job description.

Licenses:

Must have (or receive within state required time frame) a valid State of California Class C Driver's License with an acceptable driving record and pass an appropriate background check prior to the hire date.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and spreadsheet software, central financial computer system, telephone, 10-key calculator, phone, copy machine, fax machine, and postage machine.

PHYSICAL DEMANDS

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.

Vision adequate to operate vehicles and office equipment, read instructions and follow directions; hearing adequate to converse on the telephone and in person; body mobility adequate to drive and perform required office duties including reaching and bending for files and related office items; use of hands and fingers adequate for operating vehicles, writing, typing, computer, copier, and fax machine and related functions; ability to lift office files, binders and small office equipment, as needed. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job the employee is frequently required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold and manipulate office equipment and talk and hear. The employee is occasionally required to carry up to 25 pounds. The employee may be required to stoop, crawl, crouch, balance or climb short distances. Specific vision ability required by this job

includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aides.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in writing, orally or in diagram form and analyze and resolve problems involving a variety of situations, using standard industry and departmental processes and/or procedures. Ability to define problems, collect data, establish facts, and articulate valid conclusions, and interpret an extensive variety of regulatory or technical instructions.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is typical of an office setting with associated noise from office equipment, building HVAC, customers, and other employees.

GENERAL

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The Town reserves the right to revise or change classification duties and responsibilities as the need arises. The description does not constitute a written or implied contract of employment.

The 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.