

TOWN OF WINDHAM

Position Title: Payroll and Benefits Manager

Date: _____

Department: Human Resources

Incumbent: _____

Reports to: Human Resources Director

Supervisor: _____

Classification: M-1

Town Manager: _____

General Summary:

This is a mid-level position overseeing and supervising the payroll and benefit functions, ensuring pay is processed on time, is accurate, and in compliance with government regulations. Communicates with and assists employees concerning their benefit needs. Responsibilities include dealing effectively with the public concerning department activities, and performing specific tasks, all under the general guidance and direct supervision of the Human Resources Director. Performance is evaluated based on daily observation and results.

Essential Functions:

- Maintains payroll information by collecting, calculating, and entering data in MUNIS software.
- Updates payroll records by entering changes in exemptions, insurance coverage, direct deposits, and all payroll changes including wages.
- Initiates retroactive calculations and answers salary, benefit, and accrual questions.
- Creates and maintains payroll records by creating new employee's master, deduction and accrual screens, creates deductions, pay codes and links them to the general ledger accounts.
- Assures accurate records by maintaining the records for earned paid leave, sick leave, holiday, and personal days to insure conformance with the Town's personnel policy and Union contracts.
- Prepares reports by compiling summaries of earnings, taxes, deductions, and leave time; maintains employee accruals.
- Ensures timely payroll direct deposits for all Town employees by reviewing and computing payroll submissions and preparing payroll notices of deposit and checks as needed.
- Determines payroll liabilities by calculating all taxes associated with payroll.
- Prepares monthly and quarterly tax returns and W-2's.
- Prepares bi-weekly requests for all payroll-generated vendor payments, such as Aflac, Standard Insurance, etc.
- Complies with Federal, State, and local legal requirements by following policies and procedures.
- Reports salary updates to MMEHT and other vendors, as required.

- Coordinates and maintains all benefits. Invoices employees when out or on leave, as necessary.
- Develops and provides reports from MUNIS, as needed.
- Submits Union dues in accordance with the collective bargaining agreements.
- Reports MPERS contributions monthly.
- Reports ICMA and Maine Start contributions and changes, as needed.
- Reconciles benefits program billing to payroll system/records. Works with benefits vendors to identify and resolve billing discrepancies.
- Completes mortgage and wage verifications as well as salary surveys.
- Completes on-line and paper enrollment and termination forms for benefits, such as health, dental, LTD, STD, medical and dependent care accounts, MPERS, and 457 accounts, as needed.
- Answers the phone and provides receptionist services in the Town Manager's Office; responds to general inquires; provides information; directs members of the public and others (in person or via phone) to other departments or personnel, as appropriate; and e-mails messages to appropriate staff.
- Issues and tracks accounts payable Requests for Checks (RFC's) for Human Resources; sorts and distributes daily mail.
- Maintains professional and technical knowledge by attending educational workshops and establishing and maintaining a network of resources.
- Deals effectively and positively with the general public and other employees regarding all aspects of the department.

Other Duties and Responsibilities:

- Performs other work as may be required in support of Human Resources.

Competencies:

- Knowledge of general accounting, bookkeeping and clerical duties;
- Knowledge of computerized accounting and payroll systems;
- Detail oriented and the ability to organize/ manage multiple activities and meet deadlines;
- Excellent listening and oral communications skills; and
- The ability to maintain confidentiality; and maintain working relationships with other employees, vendors, public officials, and the general public.

Required Education/Experience:

- High School diploma;
- Associate degree in accounting from an accredited college or university, desirable;
- Two (2) years' experience in progressively responsible bookkeeping, accounts payable, payroll or finance position; or
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills, and abilities.

Additional Eligibility Qualifications:

- Knowledge of and ability to use calculators, photocopier, answering machine, and FAX machine.
- Experience using Microsoft Office software.
- Experience with municipal software, desired.

Working Conditions/Physical Demands:

Moderate physical effort required; normally seated or standing with freedom of movement on a regular basis; operating office equipment, and handling books and supplies. Extensive periods may be spent standing or operating a computer and using hands and wrists in frequent repetitive motions. Interaction with others via face-to-face communication, telephone, email, and written correspondence; flexibility of motion – up and down assisting staff and citizens; ability to lift up to 25 pounds is required.

The above statements are intended to describe the general nature and the level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

EEO Statement:

The Town of Windham provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Town complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Town has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.