



TOWN OF TEWKSBURY

TOWN HALL
1009 MAIN ST
TEWKSBURY, MASSACHUSETTS 01876

HUMAN RESOURCES DEPARTMENT

TERESA L. BELANGER
HUMAN RESOURCES DIRECTOR

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JOB POSTING

POSITION AVAILABLE: Payroll & Accounts Specialist (Treasurer/Collector)

QUALIFICATIONS: Candidate for this position must have a High School Diploma or equivalent and five (5) years experience in payroll, accounts payable, and filing taxes or an equivalent and relevant combination of education and experience. Candidate should have experience with Microsoft Outlook, Word and Excel. Preference will be given to candidates possessing experience with Munis Financial Software.

Specific job qualifications are listed in the job description attached.

HOURS: 37.5 hours a week

SALARY RANGE: \$40,144 – 55,343

BENEFITS: Paid sick leave, vacation; contributory health dental and life insurance.

POSTING DATES: From: May 16, 2016
To: May 30, 2016

TYPE OF POSTING: Open

Anticipated start date for this position is July 1, 2016.

Applications may be obtained online at www.tewksbury-ma.gov or at the Human Resources office located on the second floor of the Town Hall at 1009 Main Street.

The Town of Tewksbury is an affirmative action equal opportunity employer.

This is an AFSCME Local 833 position in Grade 3.

PAYROLL & ACCOUNTS SPECIALIST

(37.5 HOURS PER WEEK)

SUMMARY

The Payroll & Accounts Specialist performs highly responsible payroll and accounts payable services for the Treasurer. Completes the Town's payroll functions, including weekly payroll processing, filing payroll taxes, processing new and changed payroll forms for employees. Provides assistance to other departmental accounting staff in the processing and implementation of departmental payrolls and accounts payable, provides administrative services to the department head, receives telephone calls and visitors, maintains filing systems, and prepares reports. Performs all other related work as required.

SUPERVISION RECEIVED

Under the supervision of the Treasurer, performs highly responsible work of a complex nature which involves the exercise of independent judgement, initiative, and discretion.

SUPERVISION EXERCISED

Supervision is exercised directly and through all assigned subordinate employees.

QUALIFICATIONS

Applicants must have a High School Diploma or equivalent and five (5) years experience in payroll and accounts payable, or an equivalent and relevant combination of education and experience.

Essential Requirements

- Must be able to work under moderate noise level.
- Must have a high degree of manual dexterity.
- Must be able to lift, handle, and manipulate on occasion at least 30 lbs. normally less.
- Must be able to communicate effectively in writing and orally in a clear and precise manner and establish and maintain working relationships with individuals, organizations, and departments.
- Must have good stamina and not tire easily.
- Must have good vision to be able to distinguish printed data including numbers.
- Must be able to sit for long periods of time.
- Must have excellent organizational skills as well as written and verbal communication skills. Errors could result in incorrect paychecks, delayed or incorrect Federal or State filings and delayed payments to vendors.
- Must be proficient in computer skills and accounting skills as well as interpersonal and problems solving skills.
- Must be familiar with standard office machinery such as fax machines, copiers/scanners, typewriters and calculators.
- Must be able to work in a highly confidential manner.

PAYROLL & ACCOUNTS SPECIALIST

(37.5 HOURS PER WEEK)

GENERAL DUTIES AND RESPONSIBILITIES

General

1. Provides counter and telephone assistance to the public and Town departments, taking phone calls, directing customers and answering inquires when needed.
2. Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.
3. Requires frequent contact with general public and town departments. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
4. Has access to department-related confidential information, including payroll and Town's financial records.

Payroll

1. Maintain and update payroll records for each employee (salary and deductions) in financial software system.
2. Enter all new employees (salary and deductions) in financial software system.
3. Maintain personnel file with applicable payroll information for each employee.
4. Review weekly Town department's payroll for accuracy and facilitate corrections as needed.
5. Process weekly Town payroll and prepare warrant.
6. Prepare Town and School payroll checks for distribution.
7. Recap and balance the Town and School weekly payroll, prepare worksheets to support transmittal of federal and state taxes and balance W-2's weekly.
8. Prepare quarterly reports to Internal Revenue Service and the Commonwealth, monthly retirement reports, balance and prepare forms for savings bonds purchase, process annual W-2's for the Town and School Department
9. Responsible for payment of Middlesex Retirement deductions monthly.

Accounts Payable

1. Process and run Town vendor checks, keep record of types of checks used, damaged or voided, prepare checks for distribution.

Other

1. Reconcile Town and School vendor and payroll bank accounts.
2. Coordinate stop payment requests on Town and School vendor and payroll checks.
3. Void and/or reissue lost or incorrect checks.
4. Maintain tailings records.

As Needed

1. Assist in the collection, recording, depositing and balancing of Treasurer's cash receipts.
2. Performs similar or related work as required, directed, or as situation dictates.

THE ABOVE EXAMPLES OF DUTIES ARE NOT ALL INCLUSIVE BUT A GENERALIZATION OF THE DUTIES AND RESPONSIBILITIES RELATED TO THE TREASURER/COLLECTOR DEPARTMENT.