

Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

Date Posted: November 20, 2023
Date Posting Removal: December 4, 2023
Location: Treasurer/Collector Division
Classification: **Payroll Clerk**
Salary: CAF-8 \$1,222.25 – \$1,352.96 Weekly

Position Summary: Performs a variety of payroll responsible duties involving the entering and reconciliation of payroll and deductions. Position performs a variety of technical and clerical work in assisting the Finance Department under the direction of the Treasurer/Collector.

Essential functions:

- Maintain payroll data and prepare payroll warrants/reports.
- Compiles and maintains a complete payroll record for each employee including all payroll deductions such as for health insurance, dental insurance, life insurance, union dues, and deferred compensation.
- Completes payroll functions in order to ensure staff are paid in an accurate and timely manner.
- Reviews time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies,

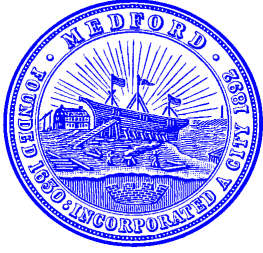
Supervision: Works under the direction of the Treasurer/Collector.

Duties and Responsibilities:

- Reviews all electronic and paper timesheets, input weekly payroll, and ensure accuracy.
- Initiates or is provided with information pertaining to all appointments, salary increases, promotions, resignations, terminations, leaves of absence without pay and any other changes affecting the payroll.
- Processes employee benefits with outside vendors and reconcile payroll deductions.
- Completes ACA input and reporting; Establishes and maintains confidential employee files.
- Issues and records adjustments to pay related to previous errors or retroactive increases.
- Provides administrative support in order to ensure effective and efficient office operations.
- Provides administrative assistance/duties to the Treasurer/Collector duties, as necessary.
- Interacts with employees, administrators, department heads, as well as state and local agencies.
- Performs accounting duties related payroll and providing payroll reports to the Chief Finance Officer.

Education & Experience:

Associate's degree or equivalent in accounting, business, or closely related. Two (2) years' experience in payroll and/or municipal management, required. Must be bondable.



Medford

Medford City Hall
85 George P. Hassett Drive
Medford, MA 02155
Office of Human Resources, Room 204
HR: 781-475-5640

Knowledge/Skills/Abilities:

Knowledge: Knowledge of modern payroll procedures and weekly payroll process, Working knowledge of modern office practices and procedures, Knowledge of Federal payroll laws. Familiarity with municipal government

Skills: Possesses effective organizational skills and ability to prioritize. Operates computer equipment and various software systems, including working knowledge of Excel and Word software. Establishes and maintains effective working relationships with employees, city officials, and the general public. Attention to detail and high level of accuracy.

Abilities: Ability to understand and follow complex, oral, and written instructions, Ability to identify errors and take corrective action

Work Environment

The work environment is in a standard indoor office environment. The noise level in the work environment is typically low to moderate.

ADDRESS ALL APPLICATIONS, COVER LETTERS AND RESUMES TO:

Human Resources Department, City of Medford – Room 204. 85 George P. Hassett Drive, Medford, MA 02155. Or send information with the job title in the subject line to jobs@medford-ma.gov. For the posting and job description please visit the City of Medford's website – www.medfordma.org

The City of Medford is an Equal Opportunity Employer. All applications will receive equal consideration regardless of disability, race, color, religion, creed, gender, sexual orientation, veteran status, and any other protected class status, in accordance with applicable. Residents of the City of Medford, Women, People of Color, Veterans and Persons with Disabilities are encouraged to apply.