

## Middletown, CT Job Description

<b>Classification Title</b>	Payroll/Pension Supervisor
<b>Job Code</b>	
<b>Department</b>	Finance
<b>Union Group</b>	AFSCME 466
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to prepare employee and special payrolls based on contracts and agreements. Prepares and processes Federal and State income taxes and quarterly reporting. and administer payroll and retirement systems for all City personnel, to coordinate employee benefits in accordance with collective bargaining agreement or individual employment contracts. The work is performed under the direction of the Director of Finance.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- Prepares employee payroll and special payrolls in accordance with collective bargaining agreements and independent employment contracts. ;vVerifies timecards and payroll sheets. ;administers salary adjustments; posts or sSupervises the posting of weekly payroll accounting to Finance records.
- Performs year-end preparation of annual tax forms for City active, retired, deceased, terminated, temporary and seasonal employees.
- Implements payroll related contract changes, which includes attendance accruals and salary payments. Administers Court ordered wage garnishments and Qualified Domestic Relations Orders.
- Coordinates maintenance and preparation of longevity, unused sick time and education incentives payments. Maintains record of employees required to reimburse the City.
- Maintains and processes pay step movements of employees not at maximum pay. Enters and modifies information in employee database for new, current and retired City personnel.
- Maintains and updates City's Deferred Compensation Plans. Supervises administration of worker's compensation payroll benefits. Administers voluntary employee deductions.

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- Supervises Payroll Pension Coordinator. ~~payroll clerk~~; ~~p~~Provides instruction and training. ~~;~~ ~~p~~Plans, coordinates, assigns and reviews work. ~~;~~ ~~supervises data entry, calculation, posting and reconciliation of deductions; supervises the distribution of various payments.~~
- Prepares federal and state income tax, social security, Medicare and pension reports for quarterly ~~reporting; maintains records; coordinates reporting.~~ Coordinates Board of Education and City figures for tax returns. ~~;~~ ~~p~~Prepares and submits quarterly return for State Department of Labor.
- ~~Processes monthly unemployment bill from the State for payment.~~
- ~~Maintains and updates employee database; maintains and updates employee payroll and employment history files and related records for all employees including temporary, intermittent and state and federal grant workers; maintains and updates employee sick/vacation and personal time balances.~~
- ~~Projects payroll and pension related benefit cost figures for budget, cost control and planning.~~
- ~~Receives and administers wage attachments issued by the Courts; calculates amounts to be withheld and notifies employees.~~
- ~~Administers the employee retirement program and enhanced retirement programs; assists retirees; processes applications; supervises work; computes refunds; maintains records.~~
- ~~Supervises the administration of workers compensation payroll benefits; coordinates with the Risk Manager's Office.~~
- ~~Coordinates and prepares year end tax forms for employees and retirees.~~
- ~~Prepares maintains and supervises the preparation of a variety of reports including annual reports, tax forms, pension reports, statistical and narrative reports, mortgage records and correspondence.~~
- ~~Responds to inquires from employees, retirees and other departments regarding payroll procedures and schedules.~~
- ~~Responds to requests for collective bargaining information from Personnel Director and or City Attorney.~~

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- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Accounting and at least with three years of payroll related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~

### PREFERRED QUALIFICATIONS

~~-At least five years of payroll related experience.~~

### KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform high-level data analysis including the ability to audit, deduce, assess, conclude and appraise. ~~Requires Ability to use~~ discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the a~~Ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.
- ~~Requires the a~~Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, time sheets, employee/retiree/program records, tax forms, contracts, agreements, checks, vouchers, lists, manuals, statues, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director of Finance and all department personnel, all employees and retirees, state and federal agencies and the public.~~Ability to assess, research and resolve payroll issues
- ~~Requires the ability to perform high-level addition, subtraction, multiplication and division; calculate percentages and decimals, requires the ability to perform mathematical operations with fractions and algebra.~~Knowledge of state and federal requirements, rules and regulations related to payroll/pension

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- Knowledge of employee union contracts
- Ability to electronically transfer contribution and loan files
- Knowledge of IRS requirements, rules and regulations
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools

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- Ability to Aadapt to changes in work situations and priorities
- Ability to Rreason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### WORKING CONDITIONS

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*The working conditions described here 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.*

- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	03/11/15
<b>Dates revised</b>	