

Middletown, CT Job Description

Classification Title	Revenue Coordinator/Assistant Payroll Pension Coordinator
Job Code	
Department	Finance
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to assist in the preparation and administration of payroll and the retirement system for all City personnel in accordance with collective bargaining agreements and employment contracts ~~and to coordinate City revenue. ,to coordinate all City revenue, and to oversee the work of one seasonal part-time revenue clerk. The work is performed under the direction of the Director of Finance the Assistant Finance Director and the Payroll Supervisor.~~

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.

- ~~Responsible for data entry and the posting of revenue into the Finance records; supervises the seasonal part-time staff; reviews revenue for correctness. Reviews Treasurer's Receipts for accuracy. Reconciles posting of revenue into Finance records. Maintains log books pertaining to posting of revenue into the GL and Revenue Accounts.~~
- ~~Reconciles and balance revenue. Processes revenue reversals in the Finance Accounting System. Maintains all reversal logs. Sets up revenue codes in system.~~
- ~~Post Journal entries; verifies postings; reconciles errors and re-enters information as needed. Assists with payroll functions. Enters weekly employee payroll and adjustments in accordance with collective bargaining agreement and employment contracts. Enters vacation, sick and personal time. Processes paycheck and posts payroll accounting in Finance records. Submits reports for weekly banking deposit.~~
- Maintains logs, files, spreadsheets and databases.
- ~~Process invoices for payment.~~
- ~~Responsible for the transcription of the monthly Finance and Government Commission meetings.~~

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- Reconciles the collections of taxes and service fees between the Tax Collector's Office and Finance Department for General Fund, Fire, Water, Sewer and Sanitation. Researches reports, balances the month and sends final report.
- Reconciles the collection of various fees between the Town Clerk's Office, Health Department, Building Division and Planning and Zoning before filing reports with the State. ~~including: fishing and hunting; marriage licenses; state education fees; State of CT public works education fee; DEP planning & zoning; sales and use taxes; and historic documents.~~
- ~~• Assists in preparing employee and special payroll in accordance with collective bargaining agreements and employment contracts; enters information and adjustments into automated system; posts weekly payroll accounting to Finance records.~~
- ~~• Works closely with the Payroll Supervisor in all aspects of payroll including corresponding with and responding to inquiries from employees, other departments and the public; performs related work and prepares statistical reports as required.~~
- ~~• Assist Payroll Supervisor in maintaining confidential/restricted files, records, logs and databases.~~
- ~~• Assumes additional administrative responsibilities in the absence of the Payroll Supervisor.~~
- Coordinates Workers Compensation records with the Risk Manager's office; ~~prepares and calculates figures~~ to adjust employees' correct attendance regarding annual taxable income to reflect workers compensation time.
- Compares computer prepared data against source documents for accuracy. ~~and~~ investigates and resolves discrepancies in weekly payroll process.
- Maintains wage attachments. ~~enters information.~~ Calculates and posts payments and corresponds with involved parties.
- Calculates, posts and verifies financial data for payroll deductions, which includes withholding taxes, Social Security, retirement, insurance, union dues, and other payments.

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- Assists in maintaining the employee ~~database; enters database.~~ **Enters** and updates employee payroll information and deductions, ~~which include~~ **esing** charitable contributions, union dues, deferred compensation, and credit union. ~~Correlates~~ **e**Correlates entries for direct deposit.
- Prepares annual report ~~to for~~ the actuaries regarding the status of all City and Board of Education employees and retirees.
- ~~• Calculates taxable income for specific employees related to group term life insurance and dependent life insurance to be used to adjust employee's annual taxable income.~~
- ~~• Prepares monthly report to the US Department of Labor.~~
- ~~• Assists in administering employee retirement program and enhanced retirement programs to include both databases.~~
- ~~• Maintains mileage files on employees with City vehicles and calculates commuting taxable income.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~Associates degree in Business Administration or equivalent with v~~ Vocational/technical training in accounting procedures or a related field ~~and at least with 5 year~~ **five years** of payroll/accounting experience. ~~or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

Appropriate education substitutions can be made.

PREFERRED QUALIFICATIONS

~~Degree in Business Administration~~

KNOWLEDGE, SKILLS, and ABILITIES

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- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Abilities 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, grants, obligations, purchase orders, cost projections, schedules, manuals, accounting ~~principals~~principles, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Finance Director and all department personnel, other City Directors, Department Heads and employees, consultants and advisors, state and federal agencies, financial institutions, funding sources and vendors.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and statistics.~~
- 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 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

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- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~se (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to M~~ake varied arithmetic computations rapidly and accurately
- ~~Ability to E~~stablish 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 S~~atisfy 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.~~

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- ~~• 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 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.

WORKING CONDITIONS

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.

Date created:	03/13/15
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