

TOWN OF TIVERTON

SEEKING APPLICANTS FOR FULL TIME PAYROLL/ACCOUNTS PAYABLE CLERK

The Town of Tiverton is currently seeking a qualified person to work in a full - time capacity as a Payroll / Accounts Payable clerk in the Treasurer's office. The qualified person must have at minimum a High School Diploma or equivalent and three + years of payroll and advanced accounting or bookkeeping experience in a financial setting. The qualified person should possess a wide range of computer skills, including Payroll, and Accounts Payable software, (ex. Quickbooks), and knowledge of Microsoft Excel, and Word. This position requires a solid working knowledge of current payroll rules & regulations. This position also requires a high level of accuracy, attention to detail, excellent interpersonal, analytical and problem solving skills. This position is scheduled for 32.5 hours per week. Application and job description are also available on the Town of Tiverton's website: www.tiverton.ri.gov.

Interested candidates should forward applications and resumes, to be received no later than 2:00 p.m. Friday, July 21, 2017 addressed to Personnel Board PO Box 38, Tiverton, Rhode Island 02878.

Tiverton is an Affirmative Action/Equal Opportunity Employer

Payroll / Accounts Payable Clerk

Department: Treasurer's Office
Classification: Full Time

GENERAL PURPOSE

This position encompasses two distinct but equally important roles within the department.

The Payroll function encompasses processing the regular bi-weekly and monthly payroll for all departments within the Town and Library. This includes, but is not limited to, processing all departmental payroll vouchers, and managing all retirement activities, for both State and private pensions. Accounting for all employees deductions, taxes, direct deposits, and other payroll related items. The clerk must ensure that all payroll liability accounts are properly accounted for and reconciled. The clerk is responsible for keeping track of Town Hall, and several other employees' time off usage and balances. The clerk is also responsible for providing a monthly report to the Department of Labor, and any other monthly or annual survey & Statistical requests as required by the State and Local Government. The clerk must also be responsive to all employee requests for payroll related issues or changes, including but not limited to direct deposit, savings plans, voluntary retirement deductions, dues, etc.

The Accounts payable function provides financial, administrative and clerical support in the Treasurer's department. This includes, but is not limited to processing invoices from all departments, boards, commissions and special revenue funds in an accurate, efficient

manner, adhering to all established Town policy and procedure. Properly executing these responsibilities will provide management and Town government the financial reporting tools necessary to make reliable and timely purchasing decisions.

SUPERVISION RECEIVED

This position works under the general supervision of the Town Treasurer and the Assistant Treasurer.

RESPONSIBILITIES - PAYROLL

To ensure that the payroll function is managed effectively, accurately and up to date, the bi-weekly processing efforts include the following:

- Receive and verify payroll vouchers
- Ensure that items are charged to proper general ledger accounts within each department
- Prepare Excel workbooks for online import to Preview
- Proof Payroll totals by earning & deduction codes prior to processing
- Identify errors or discrepancies and resolve issues before final processing
- Process, prepare and file all Agency Checks & associated reports
- Maintain Human Resources & Time and Labor online database (HRO & TLO)
- Create and Post bi-weekly general ledger activity
- Extract data, create files, and upload online TIAA-CREF
- Extract data, create file & reports and upload online MERS
- Create private pension files for import to Nationwide, AXA, etc.
- Assists with origination of wires to fund payroll related items – online banking.

In addition to regular processing efforts, the responsibilities of the Payroll clerk include the following:

- Research and resolve any outstanding payroll, retirement issues via telephone, mail, and email.
- Enter new or update employee data, maintain W-4 file, I-9's and personnel folders
- Provide accurate and effective records management in accordance with the State record retention policies.
- Perform various departmental tasks in support of co-workers as workload and staffing levels dictate.
- Assist with the annual year-end Audit and Workman's Compensation audit as required.

RESPONSIBILITIES – ACCOUNTS PAYABLE

To ensure that municipal finances are maintained effectively, accurately and up to date, the day to day processing efforts include the following:

- Receive and verify invoices for all goods and services
- Verify that transactions comply with financial policies and procedures (proper approvals & account coding)
- Prepare batches of invoices for data entry
- Enter invoices for payment into the computer
- Proof batches after data entry
- Identify errors or discrepancies and resolve issues before final processing
- Process periodic check run & associated reports and check copies
- Prepare vendor checks for mailing
- Prepare invoices & other documentation for filing

- Prepare manual checks as and when required
- Maintain updated vendor files and file numbers
- Print and distribute monthly financial reports as requested

In addition to the day to day processing efforts, the responsibilities of the clerk include the following:

- Research and resolve any outstanding balances on vendor accounts via telephone, mail, and email communications with vendors and department personnel.
- Enter new or update vendor information, maintain W-9 file, Process Calendar Year 1099 function
- Provide accurate and effective document preparation and records management relative to the accounts payable function and in accordance with the Towns' record retention policies.
- Perform various departmental tasks in support of co-workers as workload and staffing levels dictate.
-

The duties listed above are intended only as illustrations of the various types of work that may be performed on a daily and routine basis. The omission of specific statements of duties does not exclude them from the job position, if the work is similar, related or a logical assignment to the respective position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Payroll Processing
- Human Resource issues that affect payroll processing (ex. Affordable Care Act)
- EXCEL spreadsheet software
- Data entry and online banking activity
- Knowledge of Payroll Tax & Income Tax filing
- Familiarity with Accounting (debits & credits)
- Familiarity with Finance & Banking terminology (Online Cash Management)
- Ability to respond to legislative changes that affect payroll (ex. State Pension reform)
- Accounts Payable (including Online Billpay options)

Skills

The incumbent must demonstrate the following skills:

- Ability to maintain a high level of accuracy in preparing and entering payroll data, while working under specific deadlines
- Attention to detail
- Effective organizational skills and time management skills
- Computer skills including the ability to operate computerized accounting, spreadsheet, word processing programs, and email at a highly proficient level
- Analytical, problem solving and decision making skills,
- Effective verbal communications skills & the ability to work in a team

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Be honest, trustworthy, respectful & flexible
- Possess cultural awareness and sensitivity
- Demonstrate sound work ethics
- Practice punctuality, respect for deadlines, collaborative problem solving, and honest communication.

Physical Demands:

While performing the duties of this job, the employee is required to occasionally lift and / or move up to 15 pounds.

Previous Experience Required:

The incumbent would normally attain the required knowledge and skills through completion of

Prior Payroll and Accounts Payable related experience and basic accounting coursework combined with related financial and administrative experience. Equivalencies will be considered, however experience with Paychex Payroll provider is preferred.

MANDATORY: *Requires high school diploma or equivalent and at least two years of recent Payroll experience, some accounting or bookkeeping work experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Requires intermediate level computer skills, including data entry and spreadsheet experience, along with a thorough understanding of bookkeeping principles. Must be detail oriented, with accurate data entry skills; must have effective verbal and written communication skills.*