

PRINCIPAL CLERK - TREASURER'S OFFICE

Definition

Technical and administrative work in processing payroll and benefit functions for the town and all other related work as required.

Supervision

Works under the general supervision of the Town Treasurer and Assistant Treasurer, following department rules, regulations and policies, requiring the ability to plan and perform operations and to independently complete tasks according to prescribed time schedules.

Job Environment

Work is performed under typical office conditions.

Operates a computer, postage meter and standard office equipment.

Makes frequent contact with Town and School departments, employees and retirees. Has constant contact with health insurance agencies, life insurance companies, payroll company and state and federal agencies. Contacts are by telephone, in person and in writing regarding benefits and resolution of claims.

Has confidential access to payroll files, life and health insurance files, bank vendor account and tax title accounts.

Errors could result in delay and confusion, and cause monetary loss for the Town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Prepares and processes the bi-weekly payroll and all related reports; reconciles and remits monthly payroll deductions to retirement boards, insurance companies, etc.; verifies quarterly payroll reports and year end totals. Also proves W-2 forms with year-end reports.

Provides assistance to the School Department in regards to payroll on an ongoing basis, including the annual Lump Sum payroll.

Sorts and dispenses or mails payroll checks and vendor checks with proper enclosures.

Maintains health and life insurance records on ALL employees and retirees. Verifies that payments are accurate and received on a timely basis. Explains benefits to new and current employees; resolves any problems with same by acting as a liaison with company or agency involved; processes paperwork for new hires, retirees and terminations.

Ensures accuracy of health, life, dental and disability insurance invoice; prepares vouchers and calculates "Town share" allocation. Maintains departmental compliance with state and federal requirements, i.e. COBRA, HIPAA, court orders, etc.

Prepare work papers for Tax Title auctions and assist with public auctions.

Prepare daily deposits when required.

Works with family of deceased employees or retirees to file death claims based on policy held and

resolve any other related issues.

Distributes information regarding open enrollments and plan changes.

Coordinates meetings with 457 Plan representative and employees.

Performs a variety of clerical and administrative support functions, including answering telephones, updating files and typing correspondence.

Performs similar or related work as required or as situations dictates.

Recommended Minimum Qualifications

Education and Experience

Associates degree in business preferred, plus training in payroll; minimum three to five years of business office and computer experience or an equivalent combination of education and experience.

Knowledge, Ability and Skill

Knowledge. Working knowledge of payroll processing. Thorough knowledge of Medicare and benefits programs.

Ability. Ability to deal effectively and cooperatively with Town departments, current and former employees, outside organizations and the general public. Ability to manage payrolls. Ability to maintain confidentiality of records.

Skill. Skill in payroll and benefits. Skill with computers and related software applications. Good math and computer skills. Excellent organizational and communication skills.

Physical Requirements

Minimal physical effort generally required to perform work under normal office conditions. Position requires the ability to operate a keyboard. The employee is frequently required to talk and listen, and to sit and use hands for long periods of time. Good close vision for working with numbers and details.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.