

PAYROLL COORDINATOR

JOB DESCRIPTION

SUMMARY:

This is a full-time position in the Bristol County Treasurer's office.

Payroll Coordinator performs technical and complex payroll accounting work required to coordinate the preparation of the County's payroll. Key performance areas include payroll processing and reporting, maintaining employee data, responding to payroll inquiries and completing any other tasks necessary for monitoring and overseeing the County's payroll process. This position reports to Director of Accounting and serves as backup to the Administrative Coordinator.

RESPONSIBILITIES:

- Coordinates the daily operation of the County's payroll system and oversees the timely and accurate weekly payroll processing for 100+ employees.
- Receives and scrutinizes all department weekly payroll vouchers.
- Reviews new hire paperwork for accuracy prior to implementation.
- Processes weekly bank transfers, tax payments, ACH vendor payments, and deferred compensation and retirement system reporting.
- Oversees the compliance of all union contracts.
- Reconciles monthly payroll bank statement.
- Generates and distributes annual salary charts to all departments.
- Maintains employee sick, vacation and personal accrual tables in Munis.
- Verifies annual retroactive salary calculations and terminated and retired payout calculations for all departments.
- Files all required payroll reports including weekly tax deposits, quarterly 941 and unemployment insurance filings, annual W-2's and 1095's, and other year-end reports.
- Ensures the accuracy and integrity of the payroll system.
- Responds to inquiries from departments, staff and collective bargaining units.
- Serves as liaison with financial institutions, auditors, County departments and outside organizations regarding payroll-related issues.
- Develops payroll procedures and policies as needed.
- Demonstrates regular, reliable and punctual attendance.
- Performs other related projects and duties as assigned.

SKILLS:

- Associates degree required; Bachelor's degree preferred in Business or Accounting
- 5-8 years of experience in payroll operations
- Advanced knowledge of Microsoft Word & Excel, Proficient in Munis accounting software
- Strong knowledge of payroll practices and federal/state wage and hour laws
- Strict confidentiality a must
- Excellent communication skills and ability to establish effective work relationships at every level within our organization
- Strong attention to detail
- Excellent time management skills
- Must be honest and truthful in all tasks and responsibilities