

## **Finance/Payroll Coordinator**

**Annual Salary \$38,000**

**Interested candidates must submit their resume and employment application to The Township of Edison HR Dept., 100 Municipal Blvd. Edison, NJ 08817 on or before June 13, 2018**

Under general supervision of a Payroll Supervisor or other supervisory official, performs clerical work involved in and relating to the review, verification, preparation and processing of payroll or payroll and personnel records; does other related duties and typing as required.

**Note:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **Examples of Work:**

Processes weekly and biweekly payrolls through the automated payroll system.

Reviews and checks payroll or payroll and personnel records, statements, documents, certificates, registers, or time and attendance records.

Prepares regular, supplemental, and overtime payrolls, adds or deletes employees as required, and makes other appropriate changes such as union deductions, taxes, charities, pension, and savings bonds.

Processes pension membership applications, beneficiary changes, and retirement and loan applications as well as health insurance applications and changes.

Completes unemployment requests for wage and separation information.

Computes retroactive pay, overtime, emergency rates, and leaves of absence requiring interpretation/application of relevant rules/regulations.

Receives regular and supplemental paychecks from centralized payroll and separates by payroll and region prior to distribution.

Prepares and processes personnel and/or payroll forms ensuring that all pertinent information has been included and is accurate and that all applicable rules, regulations, and procedures are adhered to.

Works with and advises department employees as required. Keeps the supervisor and/or management informed of relevant deadlines, changes in rules and regulations, and related pertinent information.

Handles special requests for information in accord with prescribed rules/regulations and keeps abreast of changes in rules and regulations.

Prepares miscellaneous payroll-related letters, memoranda, and reports.

Prepares, reviews, checks, and certifies reports, applications, and other documents where difficult determinations have to be made because of the variety of pay plans, activity in payroll accounts, variety of pay action, and so forth.

Receives regular and supplemental paychecks from centralized payroll and separates by payroll and region prior to distribution.

Performs varied clerical tasks involved in preparing payrolls of a simple, routine, and repetitive nature.

Types documents from varied forms of copy.

Records, checks, calculates, and summarizes working time of employees.

Prepares payroll sheets.

Computes withholding taxes.

Prepares reports of absences and vacations.

Refers errors and irregularities to superiors.

Gives routine information in person and over the telephone.

Assists employees in completing and processing forms and applications relating to retirement, insurance, payroll deductions, and record changes.

Assists in the maintenance and ensuring the confidentiality of records and files.

**Requirements:**

For Finance/Payroll Coordinator: One (1) year as Principal Accounts Payable Processing Clerk.

For Senior: Two (2) years as Finance/Payroll Coordinator and certified, successful completion of eighteen (18) hours of job related Career Building classes as approved by the Human Resources office. Upon verification of requirements, promotion will take effect the following July 1.

For Principal: Two (2) years as Senior Finance/Payroll Coordinator and certified, successful completion of an additional eighteen (18) hours of job related Career Building classes as approved by the Human Resources office. Upon verification of requirements, promotion will take effect the following July 1.

**Knowledge and Abilities:**

Knowledge of rules and regulations concerning salary increments, bonuses, and authorized deductions after a period of training.

Knowledge of the routine, repetitive, and noncomplex tasks involved in keeping financial and/or other records of an arithmetical nature.

Ability to accurately prepare detailed, technical, and confidential payroll forms and documents.

Ability to organize assigned clerical work and develop effective work methods.

Ability to make arithmetic calculations quickly and accurately by hand or machine.

Knowledge of office methods, practices, routines, and equipment.

Ability to comprehend, interpret, and apply rules and regulations in accord with established procedures and policies of the unit.

Ability to prepare detailed, technical, and confidential payroll forms and documents.

Ability to make arithmetic calculations quickly and accurately by hand or machine.

Ability to learn prescribed procedures quickly from oral and written explanations and from demonstration.

Ability to effectively convey information to department employees on the pertinent aspects of the payroll function.

Ability to use varied office machines including adding machines, calculating machines, and computers.

Ability to maintain confidential records and files.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

IT IS THE POLICY OF THE TOWNSHIP OF EDISON TO PROVIDE EQUAL OPPORTUNITY IN ITS EMPLOYMENT ON THE BASIS OF MERIT AND FITNESS AND WITHOUT DISCRIMINATION BECAUSE OF RACE, RELIGION, COLOR, SEX, POLITICAL AFFILIATIONS, NATIONAL ORIGIN, PHYSICAL OR MENTAL HANDICAP, MARITAL STATUS, AGE OR MILITARY SERVICE.