



CITY OF PAWTUCKET

CITY HALL
137 ROOSEVELT AVENUE
PAWTUCKET, RHODE ISLAND 02860

OFFICE OF HUMAN RESOURCES

DONALD R. GREBIEN
MAYOR

INTERNAL/EXTERNAL JOB POSTING

NOTICE

The City of Pawtucket is posting the following vacancy in Local 1012 AFSCME:

	DEPT.	DIVISION	JOB TITLE	PAYGRADE SALARY RANGE
1	Finance	Payroll	Payroll Assistant	R39- \$934.50 - \$1,011.69

Summary:

This is a highly confidential and responsible position that performs payroll processing functions of the City of Pawtucket to include the School Department and PWSB. Assist with the processing of City's payroll, provide timely and accurate financial information, print payroll checks and administer direct deposits, and balance and file all monthly, quarterly and yearly reports with the state and federal government relating to payroll and deductions.

Requirements upon application:

1. Fully executed City of Pawtucket Employment Application
2. High School Diploma or GED including or supplemented by courses in Accounting and/or Bookkeeping; an Associates or Bachelor's degree preferred plus experience in processing payroll and knowledge of Computerized Payroll System, knowledge of quarterly 941 reports, and W-2 reporting.
3. Must be able to type, use adding machine, and have a working knowledge of Microsoft Word, Excel and Outlook. Proficiency test may be administered in the areas of typing, spreadsheets and math ability.

Candidates must meet the minimum qualifications as stated in the job description.

To Apply: Please complete a City of Pawtucket Employment Application, which can be found on our website at www.pawtucketri.com under employment opportunities, cover letter, resume and copies of diploma. Please forward all documents via email to HR@pawtucketri.com.

Internal Application Period: October 15, 2019- October 21, 2019

External Application Period: October 15, 2019- Until Filled

The City of Pawtucket is an Equal Opportunity/Affirmative Action Employer and fully complies with the Americans with Disabilities Act.



CITY OF PAWTUCKET Job Description

Job Title: PAYROLL ASSISTANT
Department: PAYROLL
Reports To: PAYROLL SPECIALIST
Pay Grade: R39
Prepared By: JL
Prepared Date: June 2014
Approved By: JL
Revised: October 2019

SUMMARY

This is a highly confidential and responsible position that performs payroll processing functions of the City of Pawtucket to include the School Department and PWSB. Assist with the processing of City's payroll, provide timely and accurate financial information, print payroll checks and administer direct deposits, and balance and file all monthly, quarterly and yearly reports with the state and federal government relating to payroll and deductions

This is a 35-hour full-time position with Flex hours at the discretion of the Finance Director or Personnel Director. Flex hours would be at least 8.5 hours on Monday and Tuesday as required and less hours on Friday as necessary to equal 35 hours per week. There would be no overtime pay granted for the excess hours worked on Monday or Tuesday as it would be considered "flex" hours. Overtime would be paid if required to work over a weekend or if required to work over 35 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following, other duties may be assigned:

Assist with the maintenance and administration of the City's payroll system as directed.

- Updates and verifies payroll records of employees to ensure all information is accurate.
- Assist with balancing the payroll and resolve any discrepancies.
- Coordinates, monitors and maintains all records and reports involving employee payroll deductions
- Balances payroll information to the accounting general ledger to ensure proper reporting of the payroll.
- Complies with federal, state, and local legal requirements and reporting to include the filing of the quarterly 941 forms
- Provide pertinent information to the State Retirement Board, Department of Employment and Training, mortgage loan companies, and any other agencies as required.

- Provides payroll information by answering questions and requests. Occasionally participating in special studies and projects involving payroll financial data.
- Engages in various office work such as filing, sorting, answering the phone, creating excel files, word documents, compile and enter cash receipts for medical and dental co-payments, etc.
- Maintain receivable records of medical and dental co-payments for employees and retirees.
- Establish and maintain effective working relationships with other employees as well as the general public.
- Acts as backup for the Payroll Specialist when absent

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A minimum of a High school diploma or general education degree (GED) including or supplemented by courses in Accounting and/or Bookkeeping; an Associates or Bachelor's degree preferred, plus experience in processing payroll and knowledge of Computerized Payroll System, knowledge of quarterly 941 reports, and W-2 reporting.

Must be able to type, use adding machine, and have a working knowledge of Microsoft Word, Excel and Outlook. Proficiency test may be administered in the areas of typing, spreadsheets and math ability.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

None required

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds.

WORK ENVIRONMENT

The work environment characteristics 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. The noise level in the work environment is usually moderate.