



TOWN OF WESTBOROUGH MASSACHUSETTS

EMPLOYMENT OPPORTUNITY

Administrative Assistant/Payroll Clerk Treasurer/Collector's Office January 10, 2024

The Town of Westborough, MA (pop. 21,567) seeks applicants for the position of Administrative Assistant/Payroll Clerk to provide general administrative and technical support in the Treasurer/Collector's Office. Receives and processes payments for accounts receivables; responsible for processing the Town and Schools bi-weekly payroll using in-house payroll/HR system (MUNIS); tracks employee leave benefits and prepares payroll-related reports. Requires extensive contact with the public and town employees; provides customer service to members of the public contacting the department including those seeking payment, billing and other requests in-person or via phone and email.

The ideal candidate will be looking to join a team that values professionalism, accountability, integrity and responsiveness. Associate's degree preferred; one to three years of related experience and/or training; or equivalent combination of education and experience. MUNIS experienced highly desired.

This is a full-time (40 hours/week) union position, grade N-13, with an anticipated hiring range of \$23.95 - \$29.32 per hour and excellent benefits. This posting is not meant to be inclusive of all job duties or qualification requirements; please visit our [Human Resources website](#) for a complete job description. To apply, email resume and cover letter in a single PDF to Kimberly Foster, Assistant Town Manager at jobs@westboroughma.gov; position open until filled.

The Town of Westborough is an equal opportunity employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, veteran status, or any other protected status. The Town of Westborough seeks a workforce that reflects the diversity of its community and all are encouraged to apply.

TOWN OF WESTBOROUGH MASSACHUSETTS

Job Title: Administrative Assistant/ Payroll Clerk	Reports To: Treasurer/Collector
Department: Treasurer/Collector	Job Code: N-13
Location: Town Hall, 34 West Main Street	Hours per week: 40 hours
Revised:	FLSA Status: Non-Exempt

SUMMARY: Performs payroll and administrative duties to support the daily operations of the Treasurer/Collector's Office. Requires extensive contact with the public and town employees. Requires high degree of professionalism and thorough knowledge of Town policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. 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.

Provides general administrative and technical support to the Treasurer/Collector. Assists the Treasurer-Collector and Assistant Treasurer-Collector with other office duties including tax collection, account reconciliation and accounts payable.

Receives and processes payments for accounts receivables including, but not limited to real estate, personal property, motor vehicle excise, utility bills and other fees, interest and charges; receives and processes departmental receipts; maintains records and accounts of receipts; updates and posts to taxpayer records.

Serves as a primary customer service contact for members of the public contacting the department including those seeking payment, billing and other requests in-person or via phone and email. Provides information to the public and Town employees/officials by answering questions and researching requests.

Performs a variety of clerical and administrative support functions, including answering telephones, updating files, scanning documents, processing departmental mail and creating correspondence.

Assists with preparation and recording of daily deposits.

Maintains department's web page.

Responsible for processing the Town and Schools bi-weekly payroll using in-house payroll/HR system (MUNIS). Verifies employees' salary and wage records and provides prompt resolution of any discrepancies to ensure that all employees are properly compensated.

Enters any changes, updates, new employees, or other information to ensure proper payroll is issued. Utilizes payroll software to run various reports for Departments and to address various inquiries as directed.

Tracks employee leave benefits including vacation, sick and personnel time according to collective bargaining agreements and Personnel Policies.

Maintains appropriate records as required while abiding by all applicable confidentiality statutes.

Interacts with Town Accountant's Office and other Town Departments as necessary with regards to any payroll discrepancies or questions.

Verifies and makes online State and Federal tax withholding payments for Town and School bi-weekly payrolls.

Prepares wage reports required for compliance including quarterly wage and tax reporting and other annual reporting.

Prepares year-end payroll reports and W-2 forms.

Assists in year-end audit process by gathering information and preparing reports.

Performs other related job duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: Associate's degree preferred; one to three years of related experience and/or training; or equivalent combination of education and experience.

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.

Computer Skills: To perform this job successfully, an individual should have knowledge of MUNIS software; Microsoft Office including Excel.

Certificates, Licenses, Registrations: None required.

Other Skills and Abilities: Ability to maintain, manage and organize records with attention to detail. Ability to communicate clearly and concisely with others, both verbally and in writing. Ability to perform detailed work accurately and efficiently within deadlines. Ability to prioritize multiple

tasks and deal effectively with interruptions. Ability to maintain sensitive and confidential information. Ability to work as part of team to problem solve in diverse situations and with diverse personalities.

Other Qualifications: Thorough knowledge of office procedures, practices, and terminology. Knowledge of payroll policies and procedures within a municipal environment. Working knowledge of state and local regulations as they pertain to payroll processing. Knowledge of collection practices and procedures.

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 regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distance vision. Must be able to distinguish different bill types. Must be able to read handwritten check amounts.

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.

Prepared By: Assistant Town Manager	1/4/2024
Recommended by Town Manager	Date: 1/5/2024
Approved by Select Board	Date: 1/9/2024