



Position Vacancy

RFP #26-004-01

Position: Payroll Coordinator
Department: City Accountant
Salary Range: M-7: \$61,368 - \$66,427 (anticipated hiring range)
Schedule: Monday, Wednesday & Thursday 8:30 a.m. to 5:00 p.m.
Tuesday 8:30 a.m. to 7:00 p.m.
Friday 8:30 a.m. to 12:30 p.m.
Hours per week: 37.5

The City of Framingham is currently a 100% onsite work environment.

This is a full-time (37.5 hours per week), benefit and overtime eligible position, classified as M-7 on the city's municipal employee classification plan that currently utilizes a predetermined step increase system

- Position will remain open until filled.
- Framingham City Hall (The Memorial Building) is located at 150 Concord Street, and is accessible by the MBTA Commuter Rail and the [MVRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.

Position Purpose:

Performs administrative and clerical duties related to the daily payroll operations of the Accounting/Finance Department. This role administers and coordinates payroll processing, the payroll database, and related reports as necessary for city and school employees, and retirees. Performs all other related work as required.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type 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.

1. Maintains accurate database for the processing of payroll. This includes entering new employee information, updating employee changes, maintaining voluntary deductions, billheads, additional wages, and general maintenance of the MUNIS database as requested.
2. Receives, confirms and processes all reported hours for employees that are paid weekly.
3. Maintains contact with School HR, MTRS, and City HR as well as employees to assist with report requests, questions and calculations.
4. Assists employees with navigating current and new operational processes and general questions.
5. Tracks and schedules special payouts for union collective bargaining agreements including special benefit time and retirement.
6. Researches historical payroll information, and provides verification of employment.
7. Drafts monthly reports for MTRS, LIUNA, UNUM as well as ad hoc reports as requested.

8. Creates monthly FLSA spreadsheet
9. Reviews and edits live payroll data and reviews for appropriate deductions.
10. Coordinates with all departments via email and phone to handle issues and questions
11. Assists walk-in employees with any payroll questions.
12. Covers for Payroll Administrator when necessary to process City/School payrolls.
13. Provides payroll information to the City Accountant for Annual Reports. Includes accruals, liabilities, and general accounting information.
14. Prepares maternity leave reports, late hire reports, termination reports and others as required.
15. May complete MTRS retirement applications in bulk. Due in February/March and as needed during the balance of the year.
16. Complete Verifications of Employment requests for banks and lenders.
17. Conduct historical payroll research and verification of employees' payroll history reports for retirement.
18. Prepares quarterly report for healthcare Medicare for ACCEPT Educational Collaborative for city reimbursement.
19. Reviews attendance records, processes PTO (paid time off) accruals and maintains sick bank balances.
20. Performs similar or related work as required, directed or as situation dictates.

Qualifications:

- High School Diploma required. Associate's Degree in business or related field preferred.
- 2 years accounting experience
- Certified Payroll Professional preferred
- Knowledge of:
 - Word processing and spreadsheets
 - Commonly used payroll and accounting, concepts, practices and procedures
 - Payroll and W-2 generation experience preferred
- Ability to:
 - Establish and maintain working relationships with individuals, organizations and departments
 - Take initiative to assure timely compliance with deadlines and the resolution of pending matters
 - Maintain tact and discretion in challenging situations and interactions with employees
 - Maintain confidential information
 - Respond quickly to unexpected projects with short deadlines or changes in important procedures
- Skills:
 - Accounting
 - Customer service
 - Organization
 - Written and verbal communication
 - Problem solving
 - Accuracy

The City of Framingham will consider an equivalent combination of education and experience.

Supervision:

Supervision Scope: Follows established guidelines and procedures in order to perform routine administrative functions.

Supervision Received: Works under the direct supervision of the Payroll Administrator.

Supervision Given: None.

Physical Requirements:

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.

This position is works at a desk; moves around inside office to access file cabinets and office machinery; and traverse stairs, occasionally lifts objects such as supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time. Requires the ability to recognize and identify differences between colors, shapes and sounds associated with job-related objects, materials and tasks.

Reasonable accommodations may be made to enable individuals with disabilities to perform the position's

essential functions.

Work Environment:

- Work is performed under typical office conditions; the noise level is moderate
- Has frequent contact with city department heads, employees, retirees, elected officials, brokers, insurance representatives, vendors and other municipal Personnel/HR departments. Contacts are in person, by telephone and in writing by email, fax or correspondence.
- Has access to confidential employee records.
- Errors could result in incorrect paychecks, delays or loss of service, monetary loss and legal ramifications

Occupational Risk:

Duties generally do not present occupational risks to the employee.
