



## Position Vacancy

RFP #26-028-01

**Position:** Fiscal Specialist - Payroll

**Department:** Treasurer Collector Office

**Salary Range:** M6 Full Range: \$57,354 – \$74,193  
M6 Anticipated Hiring Range: \$57,354 – \$59,671

**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 eligible and overtime eligible position, classified as M-6 on the city's municipal employee classification plan currently utilizes a predetermined step increase system.*

- Position will remain open until filled.
- City Hall is located at 150 Concord Street, Framingham MA, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- 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 responsible payroll, accounts payable and other services for the Treasurer/Collectors' Office. Completes the City's payroll functions, including payroll processing, filing payroll taxes. Provides assistance to other departmental accounting staff in the processing and implementation of departmental payrolls and other departmental work, receives telephone calls and visitors, maintains filing systems, and prepares reports. 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 and updates payroll for the Treasurer/Collectors staff and records for each employee (salary and deductions) in financial software system.
2. Processes payroll, prints direct deposit/live checks and sends files to the bank.
3. Organizes and seals payroll direct deposits and live checks weekly and delivers to other departments.

4. Sends file to the bank for accounts payable checks; matches the remits for the accounts payable to be mailed out.
5. Processes voids/manuals at the bank and send paperwork to accounting/payroll.
6. Generates a spreadsheet for the weekly transfers of funds for the Payroll/AP every week.
7. Creates requisitions for accounts payables and processes department bills.
8. Creates spreadsheet for all retirement checks that come in and mails retirement checks monthly. Deposits weekly checks in the bank.
9. Keeps all of the W9's organized for City/School and retirement.
10. Prepares City and School payroll checks for distribution.
11. Creates AD9 for health withholding every week and prepares AD9 deposits for all incoming deposits from other departments.
12. Assists with all office needs as required. Works as a back up to Customer Service Rep when needed to process Real Estate and Personal Property payments and refunds.
13. Works two counter window shifts per week. One Tuesday evening shift per month.
14. Provides counter and telephone assistance to the public and City departments, taking phone calls, directing customers and answering inquiries when needed.
15. Performs similar or related work as required, directed or as situation dictates.

**Qualifications:**

- High School Diploma or equivalent, Associate's Degree preferred
- At least one year of related experience
- An equivalent combination of education and relative experience may be accepted
- Knowledge of:
  - Payroll and W-2 generation and reconciliation
- Ability to:
  - Establish and maintain working relationships with individuals, organizations and departments
  - Exercise independent judgment, initiative and decision-making
  - Communicate effectively
  - Perform multiple tasks in a timely and accurate manner
  - Operate standard office equipment.
  - Use Microsoft Office Suite
- Skills:
  - Accounting
  - Customer service
  - Organization
  - Written and verbal communication
  - Problem solving

**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 position's essential functions.*

This position is frequently required to remain stationary for long periods of time at both an office desk and public facing cashier window; see and hear at correctable to normal ranges, or communicate, receive, and process information through alternative means; operate office equipment; transport paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time. May occasionally move objects weighing up to 10 pounds. Must be able to communicate effectively in writing and orally.

**Supervision Received:**

Employee will report to the Office Manager.

**Work Environment:**

- Work is performed under typical office conditions; the noise level moderate; occasionally may be required to work outside of normal business hours.
- Operates computer, telephone, facsimile machine, copier, calculator, typewriter, and other standard office equipment.

- Employee has frequent contact with the general public, city departments, banks, and vendors. Contacts are in person, by telephone, and by email and involve an information exchange dialogue.
- Has access to department-related confidential information, including payroll and the City's financial records.
- Errors could result in incorrect paychecks, delayed or incorrect Federal or State filings.

The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).

*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. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.*

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