



Job Title: Payroll/HRIS Coordinator

Department: Collector/Treasurer

Location: Revere City Hall, 281 Broadway, Revere

Hours: 39 hours per week

Salary: \$36.03 to 39.92

Local 22, Unit B Group 13

DESCRIPTION:

Under the general supervision of the Director of Human Resources, this position is responsible for processing the payroll and related functions, including but not limited to performing, the technical functions, providing customer service, paying all state and federal taxes, and all other functions related to payroll. This person will also be responsible for the implementation of a Human Resource Information System (HRIS) automated payroll practices.

ESSENTIAL FUNCTIONS:

- Performs all duties in accordance with the M.G.L. and City Policies
- Computes payrolls for all City departments
- Prepares and distributes time sheets to departments; Collects time sheets on a weekly/monthly basis; Sets up numerous pay and deduction tables in the MUNIS software; inputs data in MUNIS software system
- Reconciles the payroll with the Auditor's Office
- Enters the various deduction codes in each employee's pay schedule
- Ensure that each employee's is being paid in accordance with City Ordinances and the terms of any applicable collective bargaining agreements
- Remits to the Federal and State withholding taxes to the appropriate agencies; reconciles payroll taxes with state and federal agencies on quarterly and annual basis
- Remits all files to the bank for ACH and ARP Processing
- Prepares and prints paychecks and/or advises
- Populate and maintain the human resources module within the MUNIS system for employee record keeping
- Implement a program to automate time and attendance record keeping
- May supervise others with regard to payroll related matters
- Performs other related duties as required.

QUALIFICATIONS:

- Bachelor's Degree in finance, accounting, computer science or a related field preferred

- At least five years' experience with automated in house payroll software for an organization with 200 or more employees and direct customer service experience; previous experience with MUNIS payroll software preferred.
- Supervisory experience preferred

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:

- Knowledge of methodologies used in interpreting collective bargaining agreements
- Knowledge: knowledge of common payroll systems software
- Knowledge of Internal Revenue Code and Commonwealth of Massachusetts income tax statutes and regulations

Abilities:

- Ability to maintain confidential information
- Ability to establish and maintain effective working relationships
- Ability to communicate effectively and efficiently verbally and in writing

Skill:

- Working knowledge of Microsoft office and other related computer software with a high level of proficiency in Microsoft Excel
- Highly detail oriented

WORK ENVIRONMENT

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Incumbent may be required to work beyond normal business hours in response to emergency situations or to attend evening meetings.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

Interested candidates should apply online by _____ at www.revere.org/jobs. Please submit a resume, cover letter and salary requirements with your application.