

**TOWN OF JAMESTOWN
JAMESTOWN, RHODE ISLAND**

JOB DESCRIPTION

TITLE: Payroll-Benefits Coordinator/Executive Assistant

WORK SCHEDULE: 7.5 hours/day/52 weeks/year Non-Union position

REPORTS TO: Town Administrator and Finance Director

MINIMUM QUALIFICATIONS:

- Associates Degree or 5 yrs. of related experience.
- Ability to maintain confidentiality and exercise discretion with all matters.
- Excellent knowledge of technology.
- Strong organizational skills with the ability to multitask.

JOB RESPONSIBILITIES:

Includes, but not limited to:

PAYROLL

- Responsible for completing all phases of Town payroll, from compiling worksheets to distribution of checks:
- Responsible for gathering completed new hire forms such as Form W-4, immigration Form I-9, etc. and prepare new hire packages.
- Responsible for tracking longevity and step increases for Town staff. Calculate adjustments and update personnel files.
- Calculate salary adjustments for Town staff such as: Leave without pay, leave of absence, maternity leave, retirement and different starting dates.
- Monitor Leave for all employees and track Time and Attendance.
- Prepare monthly Labor Distribution to reconcile with bi-weekly payrolls.
- Balance W-2's and process ACA reporting to IRS yearly.
- Keep ACA reporting up to date with benefit changes.
- Process employment verification information as needed.
- Research and process information for Employees Retirement System of Rhode Island.
- Report all new hires to State of Rhode Island via on-line system.
- Track all Personnel Action Forms for all new hires to assure every position has a personnel action form and all paperwork is complete prior to hire.
- Knowledge of both Collective Bargaining Agreements and ability to handle employee's questions, benefits and salaries as related to each contract.

- Maintain confidential personnel records and ensure all documentation is in file and HIPPA regulations are followed.

BENEFITS

- Submit all benefit changes and new benefits to Health, Dental, Life, etc. Verify all changes and benefits follow the plan regarding eligibility, open enrollment, etc.
- Maintain employee benefit records for health, dental, life and retirement plans including all retirees.
- Audit monthly benefit invoice from providers and process invoices for payment.
- Calculate employee co-payment for health and dental insurance.
- Calculate payments to employees for buyback of health and dental.
- Prepare pension packet for all retirees for pension board (spread sheet, salary history, and all paperwork)

BUDGET

- Assist Town Administrator and Finance Director during the budget process.

GENERAL

- Assist with the year-end audit, including preparing schedules and work papers as requested by the Finance Director and the independent auditors.
- Prepare bi-weekly Accounts Payable listing.
- Perform other duties as assigned by the Town Administrator and Finance Director, including but not limited to preparing reports and spreadsheets.
- Assist with general office duties including answering phones, mail, greeting visitors, etc.
- Provide administrative support to the Town Administrator as needed.
- Maintain files on all confidential matters as this is a highly confidential position which requires the utmost discretion.

Interested candidates please submit resume by July 10, 2020 to dshea@jamestownri.net or mail to Debbie Shea, Town of Jamestown, 93 Narragansett Avenue, Jamestown, RI 02835.