

## JOB DESCRIPTION

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# Payroll Coordinator

**Immediate Supervisor:**

Town Administrator

**Classification:**

Part-time

The Coordinator should be dependable, detail-oriented, responsive to employees and volunteers, able to prioritize responsibilities, and work well with minimal direct supervision.

### **I. DUTIES:**

The Payroll Coordinator is responsible for payroll, benefits, tax filings, onboarding, and related activities for all employees and compensated volunteers in the Town of La Pointe.

#### Payroll

- Calculate and process biweekly payroll using Workhorse Software. This includes checking timesheets, verifying hours and pay rates, and printing pay checks for distribution or direct deposit.
- Resolve employee payroll issues.
- Track benefits and benefit hours; report current information to department heads.
- Administer all employee benefit programs, including eligibility, enrollment, tracking, and renewals. (Programs include health insurance, paid sick leave, paid vacation, deferred compensation, WRS/retirement, life/accidental death/dismemberment insurance, short-term disability insurance, Flex/Section 125, ferry line frequent user cards, and Service Award Program for compensated volunteers.)
- Issue end-of-year payments to volunteer firefighters.
- Process required tax forms, including quarterly payroll returns, year-end reports, and W-2s.
- Keeps individual withholdings and deductions current.

#### Information Management

- Track and verify monthly service and attendance reports for compensated volunteers in the Ambulance Service and Fire Department.
- Update job postings, job descriptions, personnel files, and policies pertaining to employees.
- Keep the current Personnel Policy and other relevant workplace policies and benefits materials available to employees.
- Process unemployment compensation reports as necessary.
- Gather employment information for outside audits, requests, and verifications.

- Maintain log and record-keeping for workers compensation incidents/First Report of Injuries.
- Distribute annual Service Award Program account updates to compensated volunteers.
- Process and file required paperwork and final payments upon voluntary or involuntary employee terminations.
- Keep current on employment law and changes in payroll, benefits, and reporting requirements. Recommend changes in benefits.
- Work with Accounting Administrator on payroll-related items that have budget implications.

### Onboarding

- Provide basic orientation for new hires and returning employees; ensure that all required paperwork is complete and necessary signatures are obtained and filed.

### Miscellaneous

- Assist other Town staff and volunteers to help achieve department goals.
- Share clerical duties (phones, mail, copies, etc. as needed).
- Deal with the public in a helpful, courteous, and professional manner.
- Assist with maintaining inventory of office supplies.
- Attend appropriate seminars and workshops that relate to Town business.
- Respond to miscellaneous government reports.

## **II. QUALIFICATIONS**

- Requires a high school diploma or equivalent, and a combination of education, training, and/or experience that provides the demonstrated knowledge, ability, and skill necessary to perform the job satisfactorily. Payroll experience, especially in a public-sector setting, is preferred.
- Basic math abilities.
- Knowledge of what is confidential; ability to keep information confidential.
- Desktop computer skills. Proficiency in the Microsoft environment (including Windows, Word, Excel, and Outlook) preferred.
- Excellent time management and attention to detail.
- Ability to prioritize work and overcome frequent distractions.
- Work constructively to identify problems and create solutions.
- Work at a desk and use a desktop computer for extended periods of time.
- Communicate effectively in person, through email, and on the phone.
- Common sense.
- Must pass a background check.

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions, and skills needed to perform essential functions. It is not intended as a complete list of duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign,

direct, and control the work of employees under supervision. The Town of La Pointe retains and reserves any and/or all rights to change, modify, amend, add to or delete from any section of this document as it deems, in its judgment, to be proper.

I have read and do understand the duties and responsibilities for the position of the Payroll Coordinator for the Town of La Pointe.

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Employee Signature

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Date