

## Job Description

### **Town of Easton**

#### **Human Resources Compensation Coordinator**

##### **General Statement of Duties:**

This is a confidential professional position responsible for the preparation and processing of the payroll for all Town of Easton employees, and maintenance of all records pertaining to employees of the Town including but not limited to: payroll earnings and deductions, pension and benefit plans, banking information, wage garnishments and other personnel records. Must adhere to union contracts, Town policies, and Federal and State laws regarding employment.

##### **Supervision Received:**

Works under the general direction of the Director of Finance and the First Selectman.

##### **Supervision Exercised:**

None

##### **Working Relationships:**

Has contact with supervisors and employees as needed to clarify personnel practices and issues. Interfaces with insurance providers to administer proper employee benefit administration.

##### **Illustrative Payroll & Finance Duties:**

Process the weekly and bi-weekly payroll for all Town employees and issue checks. Send payroll files (ACH and positive pay) to the bank after each payroll.

Prepare all State and Federal taxes and initiate automatic debits for weekly tax payments. Prepare and file quarterly 941 forms and process annual W-2/W-3 and 1094-C/1095-C forms.

Use the Munis database to record and adjust employee's pay and deduction changes, including direct deposits, medical, dental, garnishments, retirement plans, and voluntary deductions such as AFLAC.

Prepare and process funding of 457 plans.

Maintain the Munis database by keeping it updated according to Federal and State tax table changes, and annual Social Security and Federal 457 plan limits.

Prepare financial documents for the Director of Finance and First Selectman to assist in union negotiations and other Town business.

Receive and verify bank deposits from Town departments and prepare and complete bank deposits as requested by the Director of Finance.

**Illustrative HR Duties:**

Administers employee benefits in accordance with Town policies and/or union contracts including health insurance enrollments, changes and terminations. Facilitates COBRA enrollment.

Maintains job descriptions and postings, arranges pre-hire drug testing and background checks, prepares and distributes new hire paperwork, and educates new employees about benefits and policies.

Maintains Workers Compensation First Report of Injury reports and subsequent files, and works with the Towns insurance provider to assist with claims issues.

Process Family Medical Leave requests according to Federal Law.

Acts and participates as a member of the Safety and Health Committee, maintaining accident reporting forms and typing meeting agendas and minutes.

Manage annual benefit open enrollment.

Arrange training of employees.

Facilitate all retirements of Town employees following the guidelines of three plans which include the State of Connecticut MERS Program, The Town of Easton Pension Plan and the Sentinel 457 Defined Contribution Plan.

Participate in annual audits such as Workers Compensation and financial.

Complete OSHA 300 Log for Town Hall employees.

Report statistics to various agencies such as the CT Department of Labor quarterly unemployment and new hire and the US Census Bureau.

Assist the First Selectman with personnel issues including policy development.

**Minimum Qualifications:****Knowledge, Skills and Abilities:**

Requires knowledge of payroll practices, accounting principles, modern public personnel administration and knowledge of Federal, State and local laws, ordinances, regulations and policies relating to the required job function.

Must have a thorough ability in concise written and oral expression, business mathematics and financial management.

Requires the ability to analyze and evaluate accounting and reconciliation problems and to recognize and develop pertinent accounting practices.

Requires the ability to make decisions and complete work within stringent time requirements.

Ability to establish and maintain effective working relationships with Town employees, supervisors, department heads, auditors, banks, insurance companies, officials of other agencies and the public.

**Experience and Training:**

Associates Degree from an accredited college or university in Business Administration or related field plus three years of experience in payroll, accounting, and/or human resources or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

APPROVED BOS 10.4.18