

INTERNAL/EXTERNAL

NOTICE OF VACANCIES

Vacancies exist in the positions as indicated below. Department & Division, Salary Groups, and closing Date for filing the required application for transfer/promotion to these positions is as noted below:

<u>POSITION</u>	<u>SALARY RANGE</u>	<u>GRADE</u>	<u>DEPARTMENT & DIVISION</u>
Payroll System Administrator	\$31.71 - \$38.55 per hr.	PW 17	Finance Payroll

<u>TESTING REQUIREMENTS * -</u>	Written Exam (Weighted 70%)	Oral Exam (Weighted 30%)	Computer Exam (Pass/Fail)
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* *Each* portion of the testing requirements ***must*** receive a passing score of 70% or more in order to proceed to the next phase of the testing process. City reserves the right to limit the number of applicants invited to participate in the department interview.

General Statement of Duties:

Performs responsible administrative and technical work involving planning, organizing and supervising the preparation, processing and maintenance of the City payroll system.

Minimum Qualifications:

Associate Degree from an accredited college or university in Accounting, Business or related field, plus 5 years of payroll administration experience with 2 years of leadership experience, or an equivalent combination of education and experience.

Special Qualifications:

Experience in operating and maintaining an in-house complex municipal payroll system such as Sun Guard, MUNIS, ADS, etc.

Sequence of Preference to Applicants-

- 1) Transfer and/or Demotion
- 2) Applicants with the Bargaining Unit

Applications must be filed in the Personnel Office, second floor of 13 Masonic Street, New London no later than the specified closing date of **May 23, 2025** by 3:00 p.m.

FLSA: non-exempt
Grade: PW-17
Location: Finance
Approved by Personnel Board: 12-14-09
Concurred Union: PW
Hours: 35

PAYROLL SYSTEM ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

Performs responsible administrative and technical work involving planning, organizing and supervising the preparation, processing and maintenance of the City payroll system.

Works under the general direction of the Chief Accountant and the Finance Director.

EXAMPLES OF WORK (ILLUSTRATIVE):

Serves as overall payroll system administrator, planning, organizing and prioritizing work in order to provide for the continuous payroll operating needs of the City of New London. Responsible for the development and maintenance of payroll processing codes and tables for Pay Data Entry. Codes information for processing; interprets payroll practices and policies; serves as liaison with payroll system contractor on technical issues and problems; corrects system errors.

Reviews all payroll processing work, including data input and payroll preparation, regarding wages, deductions and their calculations, and prepares various state and federal reports. Oversees data input of department/division payroll personnel, checking for accuracy and providing advice and assistance as needed; monitors leave time calculations in conjunction with Personnel, receiving administrative direction as needed.

Oversees and prepares payroll information and calculation audits, periodic reports relating to Federal and State Income Taxes, Social Security, retirement, insurances, various leave-time calculations, union dues, credit unions, deferred compensation, Savings Bonds, charity deductions, bank deposits, various wage garnishments and other special payrolls.

Initiates training and education of departmental payroll staff handling the City payrolls in payroll principles, practices, procedures and terminology and oversees data input on an ongoing basis, resolving problems and responding to questions. Establishes payroll schedules and communicates with department payroll clerks on a regular basis.

Interfaces regularly with Personnel professionals, resolving problems and receiving direction regarding personnel and contractual issues. Coordinates information with Personnel Specialist and other departmental personnel as needed.

Works with IT specialist and Software providers to insure periodic and annual updates to system, and proper hardware for printing and processing checks. Verifies correct deduction calculations.

Work with City Treasurer and banking representatives for transmittal of information for positive pay, direct deposits, and electronic transfer of federal and state tax obligations.

Participates in training workshops to remain current with payroll system updates and related applications. Keeps current in developing payroll laws and government regulations.

Completes financial and statistical data, prepares and processes monthly, annual and special reports as required; processes payroll reports on an ongoing basis.

Assists in the preparation of budgetary and financial reports, following established accounting procedures.

Performs data processing financial accounting projects as assigned, under the direction of the Finance Director.

Performs related duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of automated payroll systems, including system codes, tables, pay data entry, transmission, report writing and interpretation and correction of system errors.

Considerable knowledge of the principles, practices and procedures involved in producing a municipal payroll, with a working knowledge of pre- and post-tax deductions, social security, Medicare, federal and state tax deductions, garnishments, etc., as well as federal and state tax deposit requirements.

Considerable knowledge of the principle, methods, techniques and terminology used in generally accepted accounting procedures and financial record keeping.

Working knowledge of pertinent federal and state laws governing payroll processing, information distribution, required reports and record maintenance coupled with a working knowledge of modern office methods and procedures

Skilled in the use of a personal computer including the use of computer hardware and software pertinent to the processing of payrolls.

Ability to multi-task and to perform complex and specialized financial computations related to the processing of payrolls and to implement and maintain automated payroll systems.

Ability to interpret and apply federal, state and local policies, procedures, laws and regulations and to maintain complex records, analyze data and prepare accurate reports.

Ability to oversee the data input of clerical employees and to train employees in new and evolving payroll procedures.

Ability to work under time pressures and meet regular deadlines while maintaining consistency and accuracy of work.

Ability to communicate effectively, both orally and in writing and to exercise diplomacy, tact and good judgment in assisting employees.

Ability to establish and maintain harmonious work relationships with superiors, peers, vendors, other City employees and to deal with the general public and retirees with courtesy and tact.

Ability to meet the physical and emotional demands of working in a public office environment.

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