



## **Accounting/ Human Resources**

### **Administrator**

Finance Department

Job Description

#### **Job Objective / General Definition:**

This position is nonexempt and full-time. Provide accounting, payroll, and related administrative support to the Director of Finance/Benefits. Duties include receiving important and complex assignments which require a broad knowledge of municipal policies, procedures, and operations. Act as a liaison to employees with health insurance concerns, changes to 457 and 401A accounts, Workers' Compensation claims, Heart & Lung claims, retain employee files, random drug testing, and on-boarding new employees. This position requires the ability to represent the Finance Department and Warwick Township positively via accomplishments and communications.

#### **Supervision:**

This position exercises no supervisory authority, reports to the Director of Finance and Benefits.

#### **Minimum Education, Training and Experience Required:**

- Must possess Accounting Degree or any combination of experience and training that provides required knowledge, skills and abilities.
- Must be proficient with Microsoft Office programs and financial software.
- Must be willing to learn new computer programs as needed to function in the job.
- Must possess excellent office communication and people skills.
- Must possess experience working in municipal government or a related field or ability to learn.
- Must possess proficient problem-solving skills, ability to analyze and assess various situations.
- Must possess ability to handle different tasks and responsibilities simultaneously.
- Candidate must be reliable, proactive, energized, and self-directed, having strong organizational and interpersonal communication skills.
- Candidate must anticipate and coordinate projects and assignments and organize own schedule and that of others to meet deadlines.

#### **Essential Job Functions:**

- Prepare bank deposits for all cash receipts (cash, checks, transfers, direct deposits, credit card transactions) and record into financial software into proper budget line items for all funds.
- Maintain accurate time clock details using software program "Workforce One".

- Prepare and distribute biweekly payroll for all employees. Calculate pay differential per union contract or work policies including premium overtime, salary increases, benefits and reimbursements. Process all direct deposit requests. Maintain all payroll records including time and attendance for hourly workers. Input payroll to online payroll system and import data from Workforce One. Interface with department heads as needed to ensure accuracy of records and payroll details. Establish new employees in payroll systems and calculate final paychecks for terminating employees.
- Create general ledger entries to financial software for payroll into budget line items for all funds.
- Prepare employee payroll calculations for Workers Compensation and Unemployment claims.
- Calculate deferred compensation plan amounts for employer match program (ICMA and InR) and prepare total deposit report per employee and process online.
- Calculate and maintain non-qualifying plan (NQC) records for quarterly payroll tax deductions.
- Calculate and maintain employer contribution records to DC Pension Plan and process online to our provider.
- Post general journal entries for both pension accounts from brokerage statements calculating realized and unrealized gains and losses.
- Prepare weekly journal entries for receipts from MyRec into financial software.
- Reconcile all bank accounts and post current interest into all accounts using financial software.
- Maintain employee list & master list and update as needed.
- Assist with year end audit requirements.
- Assist with special projects as needed.
- Confidentiality and attention to detail required.
- Must have knowledge of current employee handbook, union contracts, and employee contracts and understand details of the contracts as it relates to salary, benefits, time off, and other financial and employee benefit items.
- Assist with ensuring job descriptions and policies are uniform and consistent.
- Perform a review and recommend updates of all job descriptions, policies and employment handbook every 3 years to the Township Manager and Assistant Manager.
- Stay current on new labor laws and assist in the drafting and adopting of new or revised policies. Post current labor law posters throughout all office locations.
- Prepare new hire packets and update employee file information. Act as liaison for employees ensuring personnel information is accurate, such as pension beneficiaries.
- Able to work under supervision and complete tasks independently.
- Attend training as required by Dir. Of Finance/Benefits or Township Manager
- All other duties as assigned.

