
TOWN OF MEDWAY

PART - TIME PAYROLL ADMINISTRATOR

The Town of Medway Treasurer's Office seeks qualified candidates for the part-time (16 - 18 hours per week) position of Payroll Administrator. This position reports directly to the Treasurer/Collector.

Responsibilities include: responsible for the full completion and balancing of the Town's bi-weekly payroll. This includes: entry of payroll data; managing of time & attendance system data; school payroll data; charging of accrued benefit time and balances. Candidate will balance; the payroll, deductions, and taxes; create print check files, electronic files, benefit payments, direct deposits, payment of Federal and State taxes, advises for payroll and for general ledger entries.

Performs: all year-end payroll module processing; monthly and year-end reporting; prepares W2's for Town and School employees. For a full job description please go to: www.townofmedway.org

Minimum Qualifications: The work requires a general understanding of the various Federal and State laws and regulations that govern payroll and payroll reporting; knowledge of general accounting principles, payroll, and time/attendance systems.

The applicant shall have an Associate's Degree; a minimum of three (3) years professional accounting experience or an equivalent combination of education and experience; prior municipal and MUNIS payroll experience strongly preferred; must have the ability to maintain a very high degree of confidentiality; shall possess solid record keeping skills; strong verbal and written communication abilities.

Please send cover letter and resume to Human Resource Director, Town Hall, 155 Village Street, Medway MA 02053

Date of Posting: February 22, 2016

Salary: \$20.12 - \$26.46 **Grade 7 no benefits**

Closing Date: February 29, 2016