
TOWN OF MEDWAY

PAYROLL ADMINISTRATOR PART - TIME

The Town of Medway Treasurer's Office seeks qualified candidates for the part-time, 25 hours per week, position of Payroll Administrator. This position reports directly to the Treasurer/Collector.

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

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 Coordinator, kbird@townofmedway.org or Town Hall, 155 Village Street, Medway MA 02053.

Date of Posting: July 14, 2021

Salary: \$22.89 - \$30.09, Grade 7

Closing Date: July 24, 2021

TO BE POSTED AT: Town Hall, Fire Station I and II, Library, Highway, Water, DPW Office, Police Station