

**CITY OF EAST PROVIDENCE**  
**EMPLOYMENT OPPORTUNITY**



**PAYROLL CLERK/BENEFITS CLERK**  
**Pay grade 32 (\$43,637-51,999)**  
**Steelworkers Union**

Performs a variety of technical, clerical duties involved in the processing of the City's payroll, to include calculating all wage assignments, reconciling payroll against submitted department time sheets, and calculating and remitting all applicable withholding liabilities. Work also includes preparing quarterly and annual federal and state payroll reporting returns and researching all applicable federal, state and local tax laws. The Payroll Clerk/Benefit Clerk is also responsible for enrollment of employee benefit plans. The Payroll Clerk/Benefits Clerk will report to Benefits/Payroll Administrator under the direction of the Human Resource Director.

**ILLUSTRATIVE EXAMPLES OF WORK**

Essential Duties are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all duties as assigned.

- Prepares and processes all payroll transactions necessary for issuance of City bi-weekly payrolls;
- Checks authorization documents for completeness and accuracy;
- Enters, updates and maintains payroll database system to include personnel changes to reflect step increases, transfers, promotions, and other status changes;
- Processes payroll deduction checks;
- Maintains payroll files including employee status forms, payroll register, check register, completed worksheets, payroll deductions register, W-4 withholding certificates, credit union and bank deduction authorizations, savings bond authorizations, union dues, and united fund cards. Generates deduction checks for State and Federal taxes, Social Security, Retirement and Insurance. Creates computer tape for transfer of savings bonds and ICMA Pension Contribution;
- Prepares quarterly tax returns for IRS and Department of Employment Security. Prepares reports for the Bureau of Labor Statistics, Municipal Employees Retirement System and others as required;
- Checks all computer and manual report data for accuracy. Answers questions and resolves problems associated with pay;
- Makes recommendations for improvements to payroll procedures;
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Maintain and update benefit spreadsheets for accuracy.
- Assist and interacts with employees, former employees, and representatives from outside organizations via telephone, emails, or in person to provide support and information.
- Assists the benefits administrator with all aspects and duties of benefit and payroll functions.
- Duties as assigned.

### **SUPERVISION RECEIVED**

Receives general to limited supervision. Assignments are standard task assignments which the incumbent performs independently. Difficult problems are referred to the supervisor or senior personnel for resolution but as experience is gained, incumbents are expected to exercise considerable independence and initiative in daily activities. Work is reviewed for overall adequacy.

### **DESIRABLE KNOWLEDGE SKILLS AND ABILITIES**

Working knowledge of ADP software system, thorough knowledge of payroll rules, regulations, procedures, programs, and system requirements including knowledge of tax, pension and other deductions and ability to calculate the same. Prior municipal experience. General understanding of benefit administration. Able to learn new operating systems.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Good knowledge of business procedures; proficiency in business arithmetic; strong written and verbal communication skills. Competence in computer applications is required.

### **MINIMUM QUALIFICATIONS**

Considerable knowledge of principles, practices and techniques of processing of payroll is required. This position requires a High school diploma or GED equivalency, a minimum of two (2) years' experience in payroll processing and working with a computerized system. Or any equivalent combination of education and experience which provides the desired knowledge, skill and ability.

### **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to work in a variety of physical positions, including sitting, bending, stretching, and standing for extended periods, and walking. The employee is regularly required to talk and/or hear.

The employee is frequently required to use hands, handle or feel. The employee must be able to perform physical activities such as, but not limited to, lifting and/or moving light objects up to ten (10) pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is exposed to noise levels normally found in an office environment.

## **DISCLAIMER**

The duties listed above are intended only as illustrations of the various types of work that may be performed and is not a comprehensive listing of all functions and tasks performed by positions in this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## ***EXAMINATION WEIGHT***

100% Oral

Please apply online at:

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101\\_000001&type=JS&lang=en\\_US](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US)



***Application and resume must be submitted no later than January 5, 2023, by 4:00 p.m.***

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

**ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

12/22/2022