

**Town of Sheridan**  
**506 South Main Street**  
**Sheridan, IN 46069**  
**(317)758-5293**

<b>Approved by:</b>	<i>Elizabeth A Walden, Clerk-Treasurer</i>
<b>Date approved:</b>	<i>May 17, 2024</i>
<b>Job title</b>	<i>Human Resources /Payroll Clerk</i>
<b>Reports to</b>	<i>Clerk-Treasurer</i>
<b>FLSA</b>	<i>Non-exempt \$47,000.00-\$52,000.00 Annually</i>

#### **Job purpose**

The basic function of the Human Resources/Payroll Clerk is to ensure the proper wage and salary payments to the employees, as well as assist the department in benefit functions and all activities related to the employee lifecycle from recruitment, hiring and onboarding, to exit and post-employment. Ensure that payroll is processed on time, accurately, and in compliance with government regulations.

#### **Duties and responsibilities**

- Acts as payroll clerk.
  - Collect and verify timekeeping information for all employees.
  - Utilize Payroll software for data entry document management.
  - Process and reconcile payroll.
  - Processes payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
  - Consult with administrators and department heads to ensure accurate information is obtained.
- Maintains employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key details.
- Maintains accurate records of active job openings and received applications; manages internal and external job postings.
- Reviews and screens job applicants; conducts and/or schedules preliminary interviews.
- Performs administrative and recordkeeping tasks related to staffing changes.
- Assists with the administration of employee benefits, which may include collecting and submitting employee information and notice of change in status to health, dental, life, disability, and other insurance carriers or insurance brokers.
- Supports staff meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in benefits plans.
- Conducts or assists with record audits and mandatory reports, which may include I-9 audits, EEO-4 filings, payroll audits, and other compliance reviews.
- Performs other duties as assigned.

- Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
- Coordinate daily benefits processing. Manage enrollment, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, and compliance testing.
- Oversee maintenance of employee benefits files, maintain group benefits database and update employee payroll records.
- Gather employee data and oversee the processing of monthly billings.
- Prepare budgetary recommendations and assist in the monitoring, verifying, and reconciling of budgeted funds.
- Provide customer service support to internal and external customers.
- Ability to work effectively in a team environment.
- Effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee payroll and benefits programs, including the ACA, ERISA, COBRA, FMLA, ADA, Section 125, workers' compensation, Medicare, OBRA, and Social Security and DOL requirements.
- Assist employees with change request and payroll related questions, as in accrued time, withholdings, taxes, direct deposits.
- Consistently demonstrates accuracy and thoroughness. Meets deadlines and works quickly. Prioritizes and plans work activities to complete work on time; Uses time efficiently.
- Responds promptly to Department Head and Employee needs, Responds to requests for service and assistance. Treats other with respect and consideration regardless of their status or position. Works cooperatively with co-workers/other Town employees to resolve discrepancies or questions.
- Identifies and resolves problems and inconsistencies, determining appropriate corrective procedures. Monitors procedures and policies related directly to the position and makes recommendations for process improvements which comply with statute but result in more effective operations.
- Speaks clearly; Listens and gets clarification; Responds well to questions.
- Follows instructions, responds appropriately to management direction; completes tasks on time. Employee is consistently at work as scheduled and on time for work assignments. Readily assist/volunteers to assist co-workers.

## Qualifications

- Experience with payroll processing, preferably with experience in processing municipal employee payroll.
- Proficient with ADP Workforce preferred.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite.
- High school diploma or equivalent required.

- Three years of related experience preferred in bookkeeping, accounting, or finance, with at least two years processing payroll.
- Working knowledge of and ability to make practical application of Department, Town and related OSHA safety policies and procedures.
- Ability to read and interpret technical accounting/payroll manuals, procedures, and related regulatory requirements; safety rules; equipment operating and maintenance instructions, and procedure manuals.
- Ability to balance pay vouchers to each payroll and quickly locate and correct variances to meet tight deadlines, ability to tie payroll totals to the general ledger and ensure clearing accounts are netted out after remittance submission.

### **Working conditions**

This position requires a variety of interpersonal situations that must be managed with good judgement in a professional, discreet manner. The ability to work on several tasks at the same time and complete tasks effectively is required. This position requires the ability to work and communicate well with individuals from all levels.

The environment is a typical indoor office.

### **Physical requirements**

Prolonged periods of sitting at a desk and working on a computer. Frequently required to talk or hear and to use hands to finger, handle, or feel; reach with hands and arms. Must be able to lift 25 pounds at times.

### **Direct reports**

None.

<b>Employee Signature:</b>	
<b>Date:</b>	
<b>Print Name:</b>	