

Position Title: Payroll Specialist  
Department: Finance  
Location: City Hall  
Union: None (confidential)  
FLSA Status: Non-exempt

**GENERAL PURPOSE:**

Performs a variety of routine and complex clerical, accounting and administrative work in the payroll function of the City.

**SUPERVISION:**

Reports to: Chief Financial Officer, Finance and Facilities Supervisor  
Position Titles Supervised: None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Compiles payroll data including hours worked, taxes, deductions, compensated absences from time sheets and other records.

Prepares and verifies bi-weekly payrolls; distributes checks.

Reviews wages computed and corrects errors to ensure accuracy of payroll.

Calculates and remits all taxes and deductions.

Maintains computerized general ledger and subsidiary payroll accounts.

Assist employees with payroll questions, benefits enrollment and mandatory and voluntary deductions.

Prepares monthly, quarter and annual payroll reports, including State pension reports.

Maintains complete and accurate employee compensation history and use of compensated absences and balances.

Prepares periodic financial, statistical or operational reports as assigned.

Provides clerical or technical support to other finance staff as required.

Composes, inputs and edits a variety of correspondence, reports, memoranda, and other material requiring judgment, accuracy, and completeness.

**POSITION QUALIFICATIONS:**

Education Required: Graduation from a high school or GED equivalent with specialized course work in general office practices such as typing, accounting and data processing.

Experience Required: Two (2) years of experience in work related to accounting, general office practices, data process and/or payroll functions.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of accounting theory, principles and practices, auditing theory and practices and internal control procedures
- Working knowledge of bookkeeping and accounting procedures and systems, including computer applications
- Working knowledge of payroll functions.
- Working knowledge of modern office practices and procedures
- Working knowledge of the State of New Jersey Pension regulations
- Ability to comprehend, interpret and apply terms of collective bargaining agreements, personnel policies and personal services agreements.
- Ability to organize assigned work and develop effective work methods.
- Skill in operating listed equipment.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, vendors and the public
- Ability to work under pressure and/or with frequent interruptions.

**EQUIPMENT USED:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**PHYSICAL DEMANDS:**

The physical demands described here 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 the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Revision History:

Position Title: Purchasing Agent  
Department: Finance  
Location: City Hall  
Union: None  
FLSA Status: Non-Exempt

**GENERAL PURPOSE:**

Performs a variety of routine and complex clerical and technical work in the purchasing of goods and services.

**SUPERVISION:**

Reports to: Chief Financial Officer, Finance and Facilities Supervisor  
Position Titles Supervised: None

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Ensure City compliance with New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-1 et. seq.) and conduct any activities as may be necessary or appropriate to the purchasing function of the City.

Prepare and review bid specifications in conjunction with appropriate City Officials.

Prepare public advertising for and receive bids and requests for proposals for the provision or performance of goods, services and construction contracts in conjunction with the City Engineer and City Clerk.

Evaluate bids.

Solicit or authorize the solicitation of quotations and proposals.

Make recommendations for awarding contracts.

Award contracts pursuant to New Jersey law in accordance with the regulations, forms and procedures promulgated by state regulatory agencies and the City.

**POSITION QUALIFICATIONS:**

Education Required: High School graduate/equivalent. Registered Public Purchasing certification or Qualified Purchasing Agent certification preferred.

Experience Required: Three (3) years of experience related to municipal purchasing, specialized course work, or any equivalent combination of education and progressively responsible experience.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of purchasing methods and procedures; working knowledge of the laws and ordinances governing the purchase of goods and services, notably N.J.S.A 40A:11-1 et. seq.
- Ability to analyze and process purchasing requisitions and vouchers and make purchasing decision accordingly.
- Thorough knowledge of computerized purchasing and account payables/receivable applications and software.
- Knowledge in standard accounting procedures
- Ability to organize assigned work and develop effective work methods.
- Skill in operating listed equipment.
- Ability to effectively meet and deal with the public; ability to read, write, speak and understand English sufficiently to perform the duties of the position
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, officials, vendors and the public
- Ability to work under pressure and/or with frequent interruptions.

**EQUIPMENT USED:**

Calculator, computer, copier, FAX machine, telephone, postage machine

**PHYSICAL DEMANDS:**

The physical demands described here 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 the job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger; handle, feel or operate objects, tools or controls; and reach with hands and arms.

Work performed is subject to interruptions.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval \_\_\_\_\_

Effective Date: \_\_\_\_\_

Employee \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor \_\_\_\_\_

Date: \_\_\_\_\_

Revision History: