

CITY OF MARLBOROUGH
OFFICE OF THE TREASURY
TREASURY/PAYROLL MANAGER

PURPOSE

The purpose of this position is to implement and coordinate the workflow of the Treasury Office, including cash and payroll management. This position must be able to maintain the required level of confidentiality regarded for payroll and other sensitive job functions. This position plays a pivotal role in the ongoing accuracy and integrity of the payroll master file, as well as the timely and accurate reporting of treasury and payroll procedures. The position will serve as an advisor to the City in the collective bargaining process; costing out proposals and advising management on collective bargaining proposals and assisting in the formulation of same.

ESSENTIAL JOB FUNCTIONS

The essential functions or duties listed below are intended only as illustrations of the various type 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.

- Supervises and directs support staff in the daily processes of payroll and cash management.
- Creates, manages, and updates departmental policy and procedural systems to provide internal controls and enhance efficiencies. Should be innovative in creating new procedures, as needed.
- Ensures that payroll is processed in an accurate, compliant, and timely manner.
- Ensures the department stays on schedule and current with all reconciling and reporting requirements.
- Responsible for ensuring that the tailings list is maintained on a quarterly basis.
- Proofs and signs off on monthly reconciliation submissions to the Finance Director and the Auditor.
- Identifies and reduce or eliminate gaps in procedures leading to extended periods with unresolved issues.
- Responsible for the maintenance, reconciliation, and reporting on the select financial accounts.
- Responsible for the receiving and reconciliation of electronic treasurers' receipts via Stripe/OpenGov or any future electronic payment processing software.
- Responsible for problem solving variances and cash discrepancies in the required time frame to keep with the required reconciling schedule.
- Elevates critical issues and follows up, as appropriate, in an effective time frame.
- Provides feedback when necessary and suggest changes to workflow as needed.
- Keeps practical working knowledge of the subordinates' tasks in the event the position needs to be supported.
- Stays apprised of any updates regarding compliance with statutory reporting and filing requirements, including current payroll tax laws and regulations, as well as laws regarding cash depositories.
- Assists the management team in determining the cost of and developing collective bargaining proposals, and advising the management team in the development of proposals and evaluating proposals.
- Participates with the management team in determining policy of the payroll department.
- All other duties as required.

SUPERVISION RECEIVED

Works under the general direction of the Comptroller/Treasurer/Finance Director and may take direction from the City Collector/Assistant Finance Director, accordance with applicable Massachusetts General Laws, City policies, City Codes and relevant state, federal and local regulations, and standards. The employee plans and prioritizes the majority of work independently, in accordance with standard practices. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines, and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

SUPERVISION EXERCISED

The supervisor, as a regular and continuing part of the job, is accountable for the quality and quantity of work done by subordinates and assures the accomplishment of the assigned work in the prescribed manner. The employee gives advice and instruction on both administrative and work matters; informs subordinates of organizational policies, goals, and procedures; resolves employee complaints and effects disciplinary actions and has substantial responsibility for technical soundness of subordinates' work. The supervisor may participate independently as a decisionmaker in an appellate capacity in grievance administration, representing management at later levels of the grievance process.

JUDGMENT

Guidelines, which may be in the form of administrative or organizational policies, general principles, legislation, or directives that pertain to a specific department or functional area, only provide limited guidance for performing the work. Extensive judgment and ingenuity are required to develop new or adapt existing methods and approaches for accomplishing objectives or to deal with new or unusual requirements within the limits of the guidelines or policies. The employee is recognized as the functional area's authority in interpreting the guidelines, in determining how they should be applied, and in developing operating policies.

COMPLEXITY

The work consists of employing many different concepts, theories, principles, techniques, and practices relating to an administrative field. Assignments typically concern such matters as studying trends in the field for application to the work, assessing services and recommending improvements.

NATURE AND PURPOSE OF CONTACTS

Relationships involve constant interaction with local, state, and federal government officials, community leaders, and any other individuals to protect and promote the organization's overall interest. The position requires a high degree of diplomacy and judgment and must be able to work effectively with, and influence, all types of persons. Duties require a well-developed sense of strategy and timing in representing the organization effectively in critical and important situations that may influence the well-being of the organization.

CONFIDENTIALITY

The employee has regular access at the departmental level to a variety of sensitive and confidential information. The employee will have access to confidential memoranda related to collective bargaining or grievance administration.

EDUCATION AND EXPERIENCE

Bachelor's degree in business administration, accounting, or finance; or related field, preferred, with at least five (5) years' experience in payroll and cash management with at least two (2) years or more of supervisory experience; or any equivalent combination of education and experience. Experience working in municipal financial/payroll systems preferred.

KNOWLEDGE, ABILITY, AND SKILLS

Knowledge: Knowledge of general accounting, bookkeeping, accounts payable/receivable, payroll, and bank reconciliation; knowledge of financial management and payroll software programs, MUNIS preferred.

Abilities: Ability to multi-task and manage conflict. Ability to communicate effectively both orally and in writing. Ability to understand and explain various types of correspondence, reports, and media in order to explain and/ or train others. Ability to maintain good public relations and to maintain effective collaborative working relationships with City departments, department heads, fellow employees, officials, and the general public and to respond in a courteous and professional manner. Ability to meet deadlines. Ability to work independently.

Skills: Public relations and strong communication skills, computer skills including spreadsheet applications; problem solving skills.

WORK ENVIRONMENT

The work is performed in an office environment. Noise or physical surroundings may be distracting.

PHYSICAL, MOTOR, AND VISUAL SKILLS

Physical Skills: The work involves physical skills typical of an office environment, including sitting, standing, walking, and stooping. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to thirty (30) pounds.

Motor Skills: The work may require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

Visual Skills: Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.