

## City of Marlborough Public Meeting Posting

RECEIVED  
CITY CLERK'S OFFICE  
CITY OF MARLBOROUGH

**Meeting Name:** City Council Finance Committee

2022 OCT 27 PM 12:36

**Date:** November 14, 2022

**Time:** 7:00 PM

**Location:** City Council Chamber, 2<sup>nd</sup> Floor, City Hall, 140 Main Street

This meeting will be held in the City Council Chamber. Public attendance is permitted. The meeting will be televised on WMCT-TV (Comcast Channel 8 or Verizon/Fios Channel 34) or you can view the meeting using the link under the Meeting Videos tab on the city's website, home page ([www.marlborough-ma.gov](http://www.marlborough-ma.gov)).

Order No.22-1008701: Communication from Mayor Vigeant with Proposed amendment to City Code, Chapter 125, 'Personnel' §6. Salary Schedule and Proposed Job Description pursuant to Chapter 125 'Personnel' §5 Preparation of Classification Descriptions to create a new position entitled Treasury/Payroll Manager within the Finance Department.

THE LISTING OF TOPICS THAT THE CHAIR REASONABLY ANTICIPATES WILL BE DISCUSSED AT THE MEETING IS NOT INTENDED AS A GUARANTEE OF THE TOPICS THAT WILL HAVE BEEN DISCUSSED. NOT ALL TOPICS LISTED MAY IN FACT BE DISCUSSED, AND OTHER TOPICS NOT LISTED MAY ALSO BE BROUGHT UP FOR DISCUSSION TO THE EXTENT PERMITTED BY LAW.

**The public should take due notice that the Marlborough City Council may have a quorum in attendance due to Standing Committees of the City Council consisting of both voting and non-voting members. However, members attending this duly posted meeting are participating and deliberating only in conjunction with the business of the Standing Committee.**

**Electronic devices, including laptops, cell phones, pagers, and PDAs must be turned off or put in silent mode upon entering the City Council Chamber, and any person violating this rule shall be asked to leave the chamber. Express authorization to utilize such devices may be granted by the President for recordkeeping purposes.**



# IN CITY COUNCIL

Marlborough, Mass., OCTOBER 3, 2022

## ORDERED:

### Suspension of the Rules requested – granted.

That the Proposed Amendment to the City Code, Chapter 125 “Personnel” §6 “Salary Schedule” and the Proposed Job Description pursuant to Chapter 125 “Personnel”, §5 “Preparation of Classification Descriptions” to create the new position of Treasury/Payroll Manager within the Finance Department as submitted by the Mayor, be and is herewith referred to the **FINANCE COMMITTEE**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED “PERSONNEL,” AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6 the following:

Position	Step 1 Start	Step 2 6-months of service	Step 3 1-year of service	Step 4 2-years of service	Step 5 3-years of service	Step 6 4-years of service	Step 7 5-years of service
Treasury/Payroll Manager (40 hours per week)	\$72,500.00	\$73,950.00	\$75,429.00	\$76,937.58	\$78,476.33	\$80,045.86	\$81,646.78

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

ADOPTED

ORDER NO. 22-1008701



*City of Marlborough*  
*Office of the Mayor*

140 Main Street  
Marlborough, Massachusetts 01752  
508.460.3770 Fax 508.460.3698 TDD 508.460.3610  
www.marlborough-ma.gov

*Arthur G. Vigeant*  
MAYOR

*Patricia M. Bernard*  
CHIEF OF STAFF

*Candace McGrath*  
EXECUTIVE ADMINISTRATOR

Under Suspension

F/C

October 3, 2022

Council President Michael Ossing  
Marlborough City Council  
140 Main Street  
Marlborough, MA 01752

**RE: Proposed New Position of Treasury/Payroll Manager**

Honorable President Ossing and Councilors:

I am submitting for your approval a request to create a new position in the Finance Department: Treasury/Payroll Manager. This non-union, benefited, 40 hour per week position would report to Finance Director Patrick Jones and may take direction from the Assistant Finance Director.

As explained in Mr. Jones's letter, the city requires a position to coordinate and implement workflow in the Treasury office, including payroll and cash management. This position will provide for additional oversight for new software applications such as Open Gov and Stripe (finance application to receive payments) to name a few. We've been evolving our technology over the last few years, and it's necessary to have a payroll specialist in-house who can problem solve with workable solutions. 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 their costs.

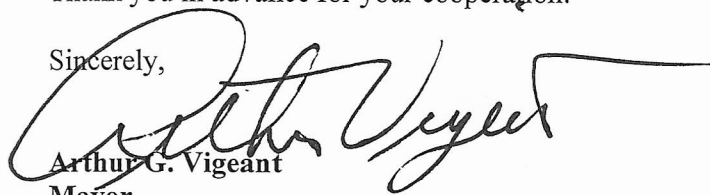
Enclosed is a job description and ordinance amendment with salary table for your review.

The majority of this position will be funded from a vacant position within the department. I anticipate needing an additional \$30k that we will allocate within the current budget. To avoid delay, I plan on advertising this position and the job description will include "pending Council approval."

Patrick Jones and I will be available at a future meeting to discuss in more detail.

Thank you in advance for your cooperation.

Sincerely,

  
Arthur G. Vigeant  
Mayor

Enclosures





*City of Marlborough*  
*Office of The Comptroller*

140 MAIN STREET  
MARLBOROUGH, MA 01752

TELEPHONE (508) 460-3731, FACSIMILE (508) 481-5180

September 27, 2022

Mayor Arthur Vigeant  
City Hall  
140 Main Street  
Marlborough, MA 01752

Dear Mayor Vigeant,

Please find the enclosed proposed job description for a new position in the Finance Department entitled, Treasury/Payroll Manager.

Now that I have been here for nearly two years, I have had the opportunity to see firsthand and understand more of what the required operations are and where they can be improved. I have determined that there is a missing layer in the financial life cycle of our city which is this supervisor role. Given the varying aspects of this department, there is a need for a position to coordinate and implement workflow in the Treasury office, including payroll and cash management. Changes in processes have added a layer of accountability to the Treasury day-to-day, weekly, and monthly tasks that didn't exist before. To address added changes to online systems, such as: 1. OpenGov/Stripe (multiple city departments), 2. Automated Payroll, 3. New EE Payroll Self Service Portal, 4. New Munis upgrade to windows.

This position will assist with back up and oversight in a crucial area of the city's municipal cash flow and payroll cycles as well as ensure the continuity of timely operations and problem resolutions. This position will perform with initiative and independent judgement while maintaining compliance with applicable laws and regulations, as well as statutory reporting and filing requirements. The position will serve as an advisor to the City in the collective bargaining process in costing out proposals and advising management on collective bargaining proposals.

I would recommend utilizing funding, from the vacant position in Treasury, and supplementing additional fund to create this position as a logical step in guaranteeing a robust and efficient payroll and cash management team.

Sincerely,

Patrick Jones  
Finance Director, Treasurer

cc: Christine Purple, Human Resources Director

ORDERED:

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MARLBOROUGH THAT THE CITY CODE OF THE CITY OF MARLBOROUGH, AS AMENDED, BE FURTHER AMENDED BY AMENDING CHAPTER 125, ENTITLED "PERSONNEL," AS FOLLOWS:

I. By adding to the salary schedule referenced in Section 125-6 the following:

Position	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
	Start	6 months of service	1 year of service	2 years of service	3 years of service	4 years of service	5 years of service
Treasury/Payroll Manager (40 hours per week)	\$72,500.00	\$73,950.00	\$75,429.00	\$76,937.58	\$78,476.33	\$80,045.86	\$81,646.78

II. This ordinance shall supersede and replace any existing rate for said position (if applicable) in the current salary schedule.

ADOPTED  
In City Council  
Order No. 22-XXX  
Adopted

Approved by Mayor  
Arthur G. Vigeant  
Date:

A TRUE COPY  
ATTEST:

**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**

9.20.2022

Treasury Department

1314644.v1

Treasury/Payroll Supervisor

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.