

## TOWN OF WILTON

### Position Description

Date: September 5, 2023

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**POSITION TITLE:** Manager of Financial Systems and Payroll

**UNION:** Non-Union

**DEPARTMENT:** Finance

**REPORTS TO:** Chief Financial Officer (“CFO”)

**SUPERVISION EXERCISED:** Finance Department Payroll Staff

**SUMMARY DESCRIPTION OF DUTIES:** Responsible for performing a variety of duties as assigned by the Chief Financial Officer, including:

- Identifies opportunities within the Finance Department to streamline processes by coordinating with department heads to find and implement efficiencies;
- Works with the CFO and Town Controller to ensure proper municipal financial management and adequate internal controls are maintained;
- Acts as System representative for the financial and payroll ERP system (currently New World, transitioning to Munis in 2024);
- Oversees and manages the payroll function for the Town;
- Participates in the budgeting of wages and payroll-related costs;
- Maintains and ensures the accuracy of Town compensated absences recordkeeping;
- Performs analysis of payroll entries and accruals and communicates to appropriate staff when discrepancies are discovered. Works with the Human Resources Department to make authorized changes and corrections are done to ensure accuracy in the payroll processes;
- Provides employee support with payroll and time and attendance issues as needed;
- Reviews timesheets and payroll imports for accuracy and resolves discrepancies prior to processing for payment as needed;
- Oversees and supports the preparation of bi-weekly payroll as well as any necessary special payrolls including manual checks;
- Performs reviews and audits of payroll entries. Analyzes reports such as pay registers and standard financial reports to ensure accuracy of data;
- Ensures application of wage and hour laws and terms of union contracts are accurately processed;
- Provides support for tax reporting including preparation of W-2’s and W-2C’s;
- Assists with system testing, internal and external audits, and system updates, as needed, including pulling the required documentation backup for review of files for accuracy; and
- Any other duties as assigned by the CFO and Controller.

**JOB LOCATION AND EQUIPMENT USED:** This position is housed in the Finance Department in the Town Hall. Work is performed there, at other locations on the Town Hall Campus, and at off-site Town departments which requires the use of the employee's personal vehicle. Equipment regularly used includes computers and peripherals, calculators, copiers, telephones, fax machine, postage machine, and other office equipment.

**ESSENTIAL FUNCTIONS:**

- Works with the CFO and Controller to ensure proper municipal financial management and adequate internal controls are in place;
- Works closely with the CFO to document comprehensive accounting procedures in the Finance Department;
- Provides support and back-up for preparation and analysis of management, operational, and financial data and reports;
- Participates and provides support in the preparation of documents required by the Audit;
- Create opportunities within the Finance Department to streamline processes by coordinating with Town Administrator and department heads to identify and implement efficiencies;
- Oversees and manages the payroll function for the Town;
- Supervises and evaluates the Finance Department payroll staff, including ensuring proper training;
- Performs annual updates to reflect changes in provisions of union contracts, tax tables, and employee benefits, etc.;
- Handles processing of required governmental reporting such as issuance of ACA-required documentation and W-2's and unemployment records to the state;
- Serves as the New World and Munis financial and payroll representative for purposes of communicating and coordinating with the Information Systems Department on system technology, upgrades, issues, etc.;
- Participates in the budgeting of wage- and payroll-related costs;
- Maintains and ensures the accuracy of Town compensated absences recordkeeping;
- Prepares payroll cost analysis scenarios;
- Supports Finance Departments operations in the absence of Finance Department personnel;

- Works collaboratively with the Human Resources and Labor Relations Department; and
- Performs related work as assigned.

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

- Strong accounting knowledge and skills;
- Knowledge of municipal finance including principles, methods, and procedures used in accounting;
- Knowledge of procedures and controls necessary to the prudent operation of municipal finance systems;
- Knowledge of payroll and time and attendance policies and highly proficient in technical applications and requirements related to electronic payroll and timekeeping systems;
- Knowledge of personal computers and software applications for use in fiscal analysis, including electronic spreadsheet, database, and word processing programs;
- Ability to lead, train, supervise, and evaluate the work of others;
- Ability to successfully manage multiple simultaneous projects of varying complexity, to keep projects on schedule, and to complete assignments in timely manner;
- Ability to develop and maintain effective and cooperative work relationships with Town officials, management, Town employees, and vendors;
- Ability to maintain a high level of ethical behavior and confidentiality regarding information about employees;
- Ability to demonstrate flexibility and ability to respond to changing priorities;
- Ability to work independently with minimal supervision;
- Ability to clearly and concisely communicate, both orally and in writing, at all levels of government, and to express highly technical matters in non-technical terms; and
- Working knowledge of New World and Munis preferred but not required.

### **MINIMUM REQUIREMENTS:**

- Bachelor's degree or greater from an accredited college or university with a major in Accounting, Finance, Business Administration, or a closely related field;

- CPA or equivalent preferred but not required;
- At least five (5) years of progressively responsible experience in finance, preferably in a municipal environment; and
- Knowledge of time and attendance, payroll, and human resources systems is required.

**SPECIAL CONDITIONS:**

- Successful passage of a post-offer, pre-employment drug test and background investigation, may be required as a condition of employment with the Town of Wilton and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

**Note:** The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.