



Job Description

Position: Payroll Coordinator/Human Resources Assistant

Starting Salary: \$38,500

Job Type: Full-Time

Summary & Scope of Responsibilities: The Town of Colonial Beach is accepting applications for a Payroll Coordinator/HR Assistant. This position is responsible for executing payroll processes and supporting the Human Resources Department.

Reporting Relationships: Reports to the Director of Finance & Customer Service and the Human Resources Manager.

Essential Tasks & Responsibilities:

Payroll

- Review timesheets in Edmonds – these should be reviewed by dept. heads & approved by 10 am. If discrepancies are found, contact dept. head for revision
- During payroll period keep notes of any changes that will need to be made in the upcoming payroll run. Examples: changes in personal information, pay, deductions to include adjustments for the start of health insurance, VRS, life insurance, direct deposit, etc.
- Comp time for Police Department – will receive approved request from PD, Adjust YTD total in employee maintenance.
- Make adjustments to reflect addition or removal of employee to health insurance, VRS, life insurance
- Process garnishments (child support, tax liens, etc.)

Onboarding

- Assign Employee numbers & log to hire date file
- Receive completed & signed ECN (Signed by dept. head, TM, & HR)
- Create & keep a supply of new hire paperwork packages (Full time, part time, & Police)
- Set up new employee files and maintain current & terminated employee files
- Enter all new hire information into Edmonds for payroll and all other applicable sites (VRS, Health, life, etc.)
- Notify Deputy Finance Director regarding equipment needed (Laptop, phone, system access, etc.)
- Process all benefits to include enrollment in health insurance, VRS, life insurance, etc.
- Make note of applicable adjustments to payroll based on start date, end date, etc.

Offboarding

- COBRA administration



- Ensure necessary paperwork filed for terminations and retirements.
- After final paycheck, remove from Edmonds & purge employee file
- Terminate all benefits – Health, VRS, life, etc.

Administration

- Benefits administration – ongoing communication with employees
- Worker’s Compensation program with VRSA – to include: accident reporting, distribution of applicable forms such as updated panel of physicians, etc.
- Years of service awards tracking (see hire date file monthly, issue check, service pin, & certificate) – notify supervisor & Town Manager of presentation date at Town Council

Knowledge, Competencies & Technical Skills:

- Knowledge of federal and state laws and regulations as applied to human resources.
- Knowledge of payroll processes.
- Skill in utilizing a calculator, personal computer and various word processing and desktop publishing software packages.
- Proficient skill using Microsoft Office products; Outlook, Word, Excel, PowerPoint.
- Ability to establish and maintain a cooperative working relationship with others.
- Must be able to maintain a high degree of confidentiality with regard to sensitive employee information.
- Performs all other duties as assigned.

Expected hours & Travel: Salaried position, with core hours expected during the hours of 8:30am-4:30pm.

PREFERRED QUALIFICATIONS:

- Prior experience in a municipal finance department
- Prior experience in payroll

Knowledge and level of competency commonly associated with the completion of a bachelor’s degree in Public Administration, Communications, English, Professional Writing or a similar major and two years experience as a grants writer, with successful awarding of both federal and state sponsored funding is required. The salary is \$38,500 with excellent benefits.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring



and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Positions open until filled. Applications may be obtained at www.colonialbeachva.gov. Return completed application, resume and cover letter to Natasha Tucker- Acting Town Manager/Human Resources Manager via email at ntucker@colonialbeachva.net.