



# HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

## FINANCIAL ASSISTANT - PAYROLL CLERK TREASURER

**POSTING DATE:** June 26, 2015

**RATE OF PAY:** \$20.2913

**EXEMPT/NON-EXEMPT:** Non-Exempt

**DEADLINE TO APPLY:** July 8, 2015

**POSITION STATUS:** Limited Service Full Time

**CLASSIFICATION GRADE:** 15

**UNION:** N/A

### **APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE**

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This position is responsible for performing Payroll technical and administrative accounting work

#### **ESSENTIAL FUNCTIONS:**

- Maintain employee & retiree files including but not limited to: total hours, changes in name or address, salary changes, exemptions and insurance, maintenance of leave records to include sick & vacation.
- Prepare and verify weekly/monthly payrolls for various city departments, retirees & employees on permanent disability; disburse paychecks.
- Process accounts payable checks related to mandatory & voluntary employee deductions.
- Prepare and execute ACH, EFT & Wire transfers for City Departments, BED and school as needed for taxes, direct deposits and net payroll.
- Prepare and process handwritten exception payments.
- Process retroactive pay increases as necessary.
- Respond to wage verifications, child support & social security requests for information.
- Develop & maintain computerized spreadsheets and database files as necessary to provide for submission to department managers and City Officials as required or requested.
- Reconcile payroll liability accounts, W-2's, 1099's.
- Prepare various bi-monthly, monthly, quarterly & yearly reports for City, State and/or Federal officials.
- Receive and respond to requests for information from department managers and City officials in person, by phone, or in writing. Ensure that such requests receive timely response from appropriate sources.
- Produce reports using Cognos or other reporting tools as required.

#### **QUALIFICATIONS/BASIC JOB REQUIREMENTS:**

- High School diploma with three (3) years of direct payroll related experience required.
- Associates or Bachelor's Degree in accounting preferred.
- Experience in multiple policy, and multi-departmental environments is preferred.
- Experience in a payroll computer environment required.
- Advanced knowledge and ability to use spreadsheet, accounting, database management and word processing computer software required.
- Initiative, creativity, and attention to detail required
- Ability to type 45 wpm accurately.
- Ability to work in a team environment.
- Ability to communicate effectively both orally and in writing.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Proven experience in consistency in meeting deadlines and working under pressure required.
- Must successfully pass testing in spreadsheet work, 10 key ability, word processing, and accounting.

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**To Apply: Submit resume, cover letter and a City of Burlington Application to:** Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: [www.burlingtonvt.gov/HR](http://www.burlingtonvt.gov/HR).

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability,

HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-

7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.