



# OFFICE OF THE STATE AUDITOR

## PAYROLL COORDINATOR

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Posting Number 2013-37

**SALARY RANGE (Grade 11): \$40,043.00 - \$60,000 (Commensurate with experience)**

### GENERAL STATEMENT OF DUTIES:

Perform a variety of technical, administrative or clerical duties to assist the Office of the State Auditor in conducting business, budgetary, and payroll functions.

### SUPERVISION RECEIVED:

Report to the Director of Human Resources

### SUPERVISION EXERCISED:

May supervise other staff on specific projects as assigned.

### DUTIES AND RESPONSIBILITIES:

- Oversee the day-to-day operation of OSA's payroll including, disbursements, issue resolution, report generation, and assisting finance with the validating and reconciling payroll data as needed.
- Coordinate employee benefit programs such as Family Medical Leave (FMLA), vacation time, sick leave, leave of absence, employee assistance and pension plans.
- Work with HR Director and OSA legal on FMLA cases.
- Maintain familiarity with and implement all relevant payroll laws, rules, and regulations.
- Ensure all records are accurately maintained and are in accordance with proper legal standards.
- Work closely with Human Resources to ensure timely processing of new hire, termination, and retirement data inputs for HR/CMS (Oracle PeopleSoft).
- Generate standard reports from the Commonwealth Information Warehouse to be used in monitoring all HR / payroll transactions which assist in HR / budgeting and other projects.
- Process employee garnishments as needed (such as, Child Support Enforcement, Internal Revenue Service, Federal Student Loans), conferring with the Comptroller's Office regarding such garnishments
- Process retroactive payment calculation for management review / approval.
- Draft letters and or correspondence in response to inquiries regarding personnel actions, verification of employment, length of service, prior service data, and salary information after authorization by employee.
- Confer with HR Director and other managers to determine the availability of agency resources on assigned payroll projects, develop the criteria and standards for evaluating the effectiveness of projects and measurements to be used in evaluating success of assigned payroll projects.
- Develop payroll procedures consistent with agency policies and objectives for review by senior management.



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- Assist staff in reporting gross wages for unemployment claimants.
- Prepare, review, and analyze payroll reports and correct irregularities.
- Maintain W2 forms and payroll advices.
- Maintain confidentiality of sensitive employee information.
- Effectively manage and adjust to changing priorities.
- Provide timely, appropriate, and effective support services to all OSA employees in a professional and courteous manner.
- Become familiar with and adhere to all OSA policies, procedures, and practices.

### **QUALIFICATIONS:**

Applicants must have at least (A) three years of full-time, or equivalent part-time, experience in payroll administration or (B) any equivalent combination of the required experience and the substitutions below;

- A High School Diploma or its equivalent may be substituted for one year of the required work experience.\*
- An Associate's degree may be substituted for two years of the required work experience.\*
- A Bachelor's degree or higher may be substituted for the required work experience.\*
- Intermediate level experience with MS Office applications (Excel, Access, Word, etc.)
- Ability to perform mathematical calculations using formulas to solve problems.
- Ability to produce general written reports and to communicate effectively orally and in writing
- Knowledge of work simplification methods.
- Ability to establish rapport and maintain harmonious working relationships with others.
- Knowledge of the principles and correct usage of the English language including grammar, spelling, sentence structure, work meaning and punctuation.
- Ability to assemble items of information in accordance with established procedures.

\*Education towards such a degree or diploma will be prorated on the basis of the proportion of the requirements completed.

### **PREFERRED QUALIFICATIONS:**

- Familiarity with: the Commonwealth's Group Insurance Commission (GIC), State Retirement Board (SRB).
- HR/CMS, LCM, DocDirect, Information Warehouse, and other applications used by the Commonwealth.
- Familiarity with payroll related laws, rules, and regulations, including payroll related regulations issued by the Office of the State Comptroller.



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- Knowledge of state personnel rules and regulations (MGL Ch. 31)
- Knowledge of the Information Warehouse and relational database systems used in HR management (i.e. MS Access, Oracle Discoverer, Crystal Reports, etc.)
- Ability to gather information by examining records and documents and through observing and questioning individuals.
- Knowledge of the principles and practices of wage and salary administration.
- Knowledge of the principles underlying Affirmative Action and Equal Opportunity goals, programs and objectives.

Salary is commensurate with experience.

### **APPLICATION INSTRUCTIONS:**

To apply, please submit an electronic copy of a cover letter and resume along with a copy of [OSA's Voluntary Self Identification Form](#), no later than November 7, 2013 to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us)

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.