



Northampton Township Position Classification Plan

Job Title: Payroll Specialist

Category: Non-Exempt

Department: Human Resources

Supervisor: Director of HR/Director of
Finance

Position Summary: The Payroll Specialist will be responsible for the accurate and timely processing of employee payrolls, ensuring compliance with federal, state, and local tax laws. The specialist will work closely with the HR and finance teams to maintain and update payroll records, manage benefits deductions, and address employee inquiries regarding pay, taxes, and benefits

Position Responsibilities:

- **Payroll Processing:**
 - Accurately process payroll for all employees on a bi-weekly basis in both Springbrook financial software and ADP.
 - Ensure proper calculation of all wages.
 - Handle deductions for taxes, retirement plans, health benefits, and other employee benefits.
- **Tax Compliance:**
 - Stay up to date with federal, state, and local payroll tax laws.
 - Prepare and file payroll tax reports (e.g., W-2s, 941, etc.) on time.
 - Assist with year-end tax processes and audits related to payroll.
- **Recordkeeping:**
 - Maintain accurate payroll records, including hours worked, wages, taxes, and deductions.
 - Update employee records as needed for promotions, terminations, and other status changes.
 - Ensure compliance with company policies and legal requirements regarding payroll documentation.
- **Employee Support:**
 - Respond to and assist employees regarding payroll, timekeeping, taxes, and other deductions.
 - Resolve discrepancies related to payroll in a timely manner.

- **Collaboration and Reporting:**
 - Assist P&R with onboarding of seasonal employees in ADP
 - Maintain employee clearances and update as needed.
 - Collaborate with HR and finance departments to ensure proper alignment between payroll and employee benefits.
 - Generate payroll reports for management, finance, and HR as requested.
- **Cash Receipts:**
 - Responsible for maintaining the bookkeeping and reconciling of deposits from all Township Departments
 - Receiving, counting, and depositing cash deposits to the bank weekly
 - Providing deposit reports to departments as requested
- **Finance Department Assistance:**
 - Filing and data entry as needed (backup departmental support)
 - Prepares Purchase Orders as needed
 - Assists in the annual auditing process by providing financial reports as requested
 - Other duties as assigned

Qualifications:

Education and Experience

- Minimum high school diploma, bachelor's degree preferred.
- Proven experience as a payroll specialist or in a similar role.

Knowledge, Skills, and Abilities

- Basic skill in Microsoft Word and Excel
- Excellent communication, organizational, and interpersonal skills
- Knowledge of payroll processes, tax laws, and wage laws
- Ability to make arithmetic computations accurately
- Ability to follow written or oral instructions
- Ability to handle confidential information with discretion
- Ability to read, write and speak English

Working Conditions

The position is in an office environment with flexible hours. This position requires the person to be on site and available to process payroll biweekly.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Every attempt will be made,

if needed, to provide reasonable accommodations to enable individuals with disabilities to perform the essential functions.

The employee is frequently required to conduct the following while performing the duties of this job: sit, stand, talk, listen, walk, use hands to handle or feel objects, tools or controls, reach with hands or arms, lift, carry, push and pull up to 25 pounds. The employee is required to use office machines and must meet approved physical and medical standards set forth by the Township.

Selection Guidelines

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The duties listed are intended only as illustrations of the various types 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.

Employment with the Township is at-will, which means either party may terminate the employment relationship at any time. Formal application, rating of experience and education, oral interview(s), reference checks, background checks, and job related tests might be used to evaluate a candidate's qualifications for this position.