Amesbury

Position Available

Personnel & Benefits Administrator
Administration & Finance
Non-Union
Grade 8

Summary Statement of Duties:
The City is seeking a Personnel & Benefits Administrator. The position is responsible for the maintenance of the City's personnel and benefit records. The candidate should have knowledge of personnel procedures. The position is responsible for maintaining personnel records; submitting payments for employee benefits; reconciling employee deductions to amounts billed for employee benefits; assisting employees and department heads with personnel and payroll issues; and assisting the Chief Financial Officer with the annual budget, financial forecasts and year-end financial statements as they relate to payroll and personnel issues.

Supervision Received: Chief Financial Officer

Supervision Exercised: None

Essential Job Functions and Duties:
- Responsible for the timely and accurate processing of the City's non-school payroll.
- Coordinates City job posting processes for all union and non union job openings; coordinates job postings, advertising, civil service processing.
- Conducts orientation sessions for all newly hired employees; processes all benefits information, establishes and maintains all municipal personnel files.
- Maintains the personnel files for the City's non-school employees.
- Administrates the worker's compensation, unemployment, health, dental and life insurance programs to include budgetary responsibility, payment of claims, and training.
- Responsible for administering employee benefits such as yearly open enrollments for health insurance, dental insurance, deferred compensation plans and Section 125 Cafeteria Plan enrollments.
- Produce all reports retrievable from the payroll/personnel system, as requested.
- Reconciliation between the general ledger withholding accounts and payments made for benefits as administered by this position.
- Prepare all necessary information required to setup new employees, terminate employees and make any other required changes to employee files.
- Provide retirement office with necessary information on new employees and dates of termination and other necessary changes to employee retirement records.
- Maintains accurate records of employee leave balances - sick, vacation, personal, sick leave pool, etc.
- Verify departmental budget requests for personnel expenditures.
- Assist the CFO in the creation and maintenance of the annual budget, forecasts, and other projections that pertain to salary and benefit information.
- Provide advice, assistance, and support to all departments on personnel and payroll matters relating to their accounts and respective collective bargaining agreements.
- Prepare any necessary reports for audits or compliance requests in relation to payroll, benefits, or workers compensation.
- Other related duties as assigned by the Chief Financial Officer and the Mayor's office.

Qualifications:
- Post secondary education in accounting or business practices.

Experience:
- Three years of office work experience that includes office administration, bookkeeping, and/or disbursement and financial recordkeeping.
- Municipal accounting and personnel experience is preferred.

Please submit resumes to the City's Administration & Finance office, by September 23, 2016 at 12:00 p.m. Resumes can also be submitted by e-mail to lynchjl@amesburyma.gov.