



City of Milford
Payroll
Coordinator
Pay Grade: 8

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Municipal government experience preferred; Three to Five (3-5) years' direct experience with payroll procedures, payroll taxes and benefits, and payroll accounting; progressively responsible experience in financial accounting with exposure to general ledger maintenance and reconciliation. Computer experience is required with Windows and other Microsoft Office products (Word, Excel, Outlook, and PowerPoint; Access and/or SQL experience a plus); NIMS (National Incident Management System) ICS-100 and FEMA IS-700 training. A comparable amount of training and experience may be substituted for the minimum qualifications. Must pass pre-employment testing for substance abuse and criminal background. Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware is required. May be subject to random drug and alcohol testing according to City policy.

Minimum Education Requirements: Bachelor's Degree in Accounting or related field; Master's Degree, graduate credits and/or CPA license a plus.

Direct Supervisor: Finance Director

Supervisory Responsibility: None

Primary Work Location: Office setting

Job Summary: The Payroll Coordinator performs complex accounting work within the Finance Department, primarily focused on ensuring timely and accurate payroll processing for all City payroll obligations. Additional responsibilities include supporting miscellaneous billing, procurement, accounts payable, month-end accounting close, bank and investment account reconciliations, general ledger account reconciliation, grant procurement, CIP/project accounting and reporting, journal entries, and participation in the budget process. The role also includes other finance and accounting-related duties as assigned.

The Payroll Coordinator shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative, and responsive service.

Supervision Received: Work is performed under the general supervision of the Finance Director.

Essential Job Functions: An employee in this position may be called upon to do any or all of the following essential duties:

- **Payroll Process Coordination:** Coordinates the generation, reconciliation, and recording of the biweekly payroll and verifies wage/benefit cost distribution for general ledger updates.
- **Payroll Compliance & Interpretation:** Interprets payroll laws, personnel policies, and union contracts.
- **Reimbursement Verification:** Verifies the accuracy of HFSA (Medical) and Dependent Care Reimbursements, checks available balances, and processes payments.
- **Direct Deposit Administration:** Transmits the direct deposit file to the bank and confirms its receipt with the bank.
- **Payroll Update & Register Management:** Updates payroll records by printing check, direct deposit, and cumulative registers.
- **Journal Entry Verification:** Reviews payroll journal entries for accuracy and updates entries to the general ledger.
- **Tax Payment Processing:** Prepares and processes Form 941 and state tax payments.
- **Warrant & Deduction Processing:** Prepares warrants for accounts payable related to deductions or garnishments.



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- **Pension Contributions:** Inputs employee deductions and the City's contributions to the State of Delaware Pension as specified by the Office of Pensions.
- **Deferred Compensation Processing:** Processes employee deferred compensation payments, the City's match, and any ancillary adjustments with third-party defined contribution benefit vendors.
- **Report Preparation:** Prepares and processes all monthly, quarterly, and annual reports, including Form 941, UC-8, W-2, and W-3.
- **Employee Inquiry Resolution:** Responds to employee inquiries regarding pay calculations, posting errors, leave accruals, benefits, deductions, and W-4 processing.
- **Government Reporting:** Completes miscellaneous government reports (e.g., E4, EEO-4, ICMA, Bureau of Statistics).
- **Issue Resolution:** Participates in resolving any payroll-related issues not specified above.
- **Receivables Coordination:** Coordinates and processes miscellaneous receivables.
- **Gas & Oil Reporting:** Coordinates and calculates the monthly Gas & Oil Report.
- **Financial Reporting:** Reports financial information accurately and in a timely manner.
- **Bank Reconciliation:** Prepares monthly bank reconciliations.
- **Benefit Reconciliations:** Conducts monthly reconciliations for benefit vendors.
- **Financial Goals & Policy Monitoring:** Participates in developing, implementing, and monitoring financial goals, internal service, and staffing levels; monitors changes in laws, regulations, and technology; and recommends and administers policies and procedures.
- **Professional Development & Industry Engagement:** Attends meetings, conferences, and training to stay abreast of trends and innovations in finance, budgeting, and accounting, and participates on committees, task forces, and work groups.
- **Grant Administration Support:** Assists with grant procurement, accounting, tracking, and reporting processes.
- **Capital Project Accounting:** Participates in construction-in-progress (CIP) and project accounting, tracking, and reporting processes.
- **Accounts Payable Support:** Serves as a secondary accounts payable processor and assists with procurement as needed.
- **Budget Process Participation:** Contributes to the annual budget process.
- **Data Management & IT Integration:** Performs data extractions, formatting, validation, and testing procedures for software upgrades, migrations, and other IT initiatives impacting Finance and Customer Service.
- **Other Duties:** Performs related work as assigned.

Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) for Employment: An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Preparation and processing of Payroll, 941's, State Unemployment Quarterly Reports and W-2's. Accounting and General Ledger experience.
- Office equipment.
- Software used for related tasks.
- Windows and other Microsoft Office products (Word, Outlook, Access, Excel, and PowerPoint), City's time keeping system.

Skills

- Excellent verbal and written communication with other employees and the public
- Time management; completes tasks in a timely fashion.
- Strong decision-making ability and judgment.

Abilities

- Maintains the highest level of confidentiality and professionalism, while completing time-sensitive duties with dedication, detail, and accuracy.
- Multi-task and work independently.
- Exercises independent judgment in accordance with established policies and practices.



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Signatures / Date

- I have read the job description for my position. I understand and accept the requirements as stated.
- I have read the job description for my position. I would like to have a second review of the job description with my manager and human resources.

Department Director:

Employee:

Human Resources Director:
