



## **The Position**

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The Town of San Anselmo is seeking a knowledgeable and experienced Accounting Benefits / Payroll Technician to join the Finance and Administration team. Under the direction of the Finance and Administrative Services Director, this position requires excellent technical and communication skills, the exercise of considerable initiative and independent judgment, and confidentiality.

Under general supervision, this position performs highly responsible duties in the preparation, administration, and maintenance of the Town payroll and benefits and related transactions and records. Additionally, this position also provides payroll and accounts payable services to the Ross Valley Fire Department, including the preparation and distribution of 1099's and other duties as assigned.

### Essential Duties and Responsibilities:

- Processes Town and Fire Department semi-monthly payroll in accordance with existing policies and contract provisions, including data entry, reconciliation of payroll deductions, reporting and payment of payroll taxes, health, dental, vision, life insurance, retirement contributions, 457-B contributions, and other items as needed.
- Prepares CalPERS retirement contribution reporting; quarterly payroll tax reporting to state and federal agencies; quarterly earnings reports to Insurance Joint Powers Authority; annual preparation and distribution of W-2s; Government Compensation reporting; and payroll related public record requests.
- Reviews, audits and approves payroll documents, schedules and correspondence; Process correction adjustments to databases or the general ledger; analyzes and resolves payroll exception reports; coordinates payroll activities and information with other Town departments as well as the Fire Department and responds to inquiries regarding payroll issues.
- Generates salary and benefit cost projections for annual budget processes; prepares updated salary schedules and benefits tables annually; generates and corresponds with employees regarding salary increases, changes to benefits, open enrollment periods, etc.

- Respond to employee requests for documentation related to benefits or wages and to agencies requesting said information on behalf of and with approval of employees in a timely, well-informed manner.
- Ensure health benefits administration activities are in compliance with related laws, codes, ordinances, and legislation.
- Informs employees regarding insurance coverage options.
- Reviews, verifies and processes employee personnel and payroll documents; corrects errors and enter information into the payroll system and into various insurance carrier information systems. Resolves insurance eligibility issues with employees and carriers.
- Assists with recruitments and provides payroll and benefit orientation to new employees. Maintains personnel file, benefits forms, booklets, etc.
- Other duties as assigned

Knowledge of:

- This position requires knowledge of the principles and practices of payroll preparation and management; knowledge of basic accounting principles and practices; knowledge of data processing requirements associated with automated payroll systems; and skill in the operation of computer systems, including word processing/spreadsheets. Ability to learn, understand and utilize municipal finance systems and processes. Ability to interpret and apply applicable state and federal payroll regulations and Town rules and regulations. Ability to plan and carry out duties independently. Ability to maintain and prepare accurate records and reports. Ability to communicate effectively, both orally and in writing. Ability to lift heavy boxes up to 25 pounds.

Education and Experience:

- A combination of education and experience equivalent to a high school diploma and three years of in-house payroll processing experience is preferable.
- Municipal government experience preferred.
- An Associate's degree with major course work in Accounting and experience with ERP systems is highly desirable.
- License / Certifications.
- Certified Payroll Professional desirable.

## **Compensation and Benefits**

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Monthly salary for this 37.5 hours per week position ranges from \$5,470.00 - \$6,650.00; additionally, a ten percent increase of the incumbent's salary is included for as long as the position is responsible for the Ross Valley Fire Department functions. A comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. This position is part of the confidential group.

## About the San Anselmo Area

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San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known for Imagination Park as well for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

## How to Apply

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**APPLICATION DEADLINE: Open until filled -- Candidates applying by Monday April 30, 2018 at 3 pm will receive first consideration.**

Please submit a **letter of interest**, completed Town **application** and your **resume** to:

Town of San Anselmo  
Human Resources Department  
525 San Anselmo Avenue  
San Anselmo, CA 94960

Or email to [hr@townofsananselmo.org](mailto:hr@townofsananselmo.org)

Employment applications are available online at

<http://ca-sananselmo2.civicplus.com/128/Human-Resources>

***The Town of San Anselmo supports work place diversity and is an equal opportunity employer.***