

**TOWN OF TOPSFIELD**  
**PERSONNEL BENEFITS ADMINISTRATOR**  
**JOB DESCRIPTION**

**Position Purpose:**

Administers the Town's benefits and payroll programs for town and school employees; maintains confidential personnel records, entering and auditing personnel status changes. Oversees application of teacher retirement plans . Performs skilled administrative, secretarial, and customer service work assisting the Treasurer/Collector to discharge the duties of the office. Performs all other related work as required. FLSA Non-exempt.

**Supervision:**

*Supervision Scope:* Performs varied responsible duties requiring thorough knowledge of benefits and payroll administration; exercises judgment and initiative in responding to inquiries, interacting with the public, and administering the functions of the office.

*Supervision Received:* Works under the administrative direction of the Treasurer/Collector, following department rules, regulations and policies, requiring the ability to plan and perform operations; only unusual cases are referred to supervisor.

*Supervision Given:* None.

**Job Environment:**

Work is performed under typical office conditions; work environment is moderately noisy. Work is performed with frequent interruptions throughout the day.

Operates a computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

Makes regular contact with department heads, employees, retirees, insurance carriers; Essex County Retirement and Mass. Teachers Retirement; and banks that the Town does business with.

Access to confidential information may include matters related to employee personnel records and health benefits. Required to follow HIPAA guidelines.

Errors could result in delay, loss of services, and have possible legal and/or financial repercussions.

**Essential Functions:**

*(The essential functions or duties listed below 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.)*

Responsible for processing bi-weekly payroll for the town and school, including oversight of retirement deductions (Massachusetts Teachers Retirement System, Essex Regional Retirement System, OBRA), and other contractual deductions and payments.

Inputs data information in payroll regarding insurance deductions, retirement deductions; etc. Prints checks and sends payroll files to the bank for processing.

Oversees Flexible spending accounts; manages processing of accounts.

Responsible for accounts payable on a weekly basis with vendors; print vendor checks; match invoices with checks; runs through mail machine; mails and sends vendor file to bank on a weekly basis.

Tracks insurance bills; sets-up spreadsheets monthly on all bills submitted for payment.

Oversees all employees' and retirees' insurance deductions; prepares data spreadsheets and oversees all self-pay retirees and COBRA payments..

Records and processes all changes in the insurances for employees.

Runs end of month reports for CPI for school 403b plans and download files to them; prepares the end of the month accruals for the Town.

Runs end of quarter reports and prepares quarterly reports for the Town.

Answers the telephone on a daily basis and responds to questions regarding tax and water payments; receives and processes tax and water payments. Receives and processes other department deposits; makes deposits with self-pay insurance checks. Follows town policies with regard to receipt and processing of payments and checks.

Retrieve information and data from files and records; logs and tracks information in databases; compiles data and prepares reports.

Word processing and/or typing as needed; filing, photo copying, and faxing documents as needed.

Completes benefit enrollment forms and enters information electronically.

Performs similar or related work as required.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience:**

Associates degree with coursework in health administration, human resource administration or finance; Bachelor's degree highly desirable; three years of experience in benefits administration; or any equivalent combination of education, training and experience.

#### **Knowledge, Ability and Skill:**

*Knowledge:* General knowledge of insurance benefit programs. Working knowledge of federal and state laws and regulations relating to employee benefits administration, i.e. COBRA, FMLA, HIPAA, Medicare, etc. Working knowledge of employee group health, life, and dental plans. Complete working knowledge of office administration, record keeping and automated office systems and procedures.

*Ability:* Ability to establish and maintain effective and harmonious working relationships with town and school employees, town officials, retirees, and insurance vendors. Ability to communicate effectively in written and verbal form. Ability to maintain accurate complex record keeping systems in accordance with federal and state laws. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure. Ability to operate standard office equipment.

*Skill:* Skill in operating computers and applicable software applications; word-processing, database, statistical, and spreadsheet applications. Skill in word processing and data entry, and working with numbers. Excellent communication and problem-solving skills.

#### **Physical Requirements:**

*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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort is generally required to perform duties under typical office conditions. The employee is frequently required to stand, walk, sit, talk, listen and use hands to operate equipment and is occasionally required to lift items weighing up to 10 pounds. Vision requirements include the ability to read routine and complex documents and view computer screens.

*(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.)*

**Approved September 3, 2019  
Town Administrator**