



City of Montgomery, TX
HR & AP Specialist
Job Description

Department: Administration
Immediate Supervisor: City Secretary / Director of Administrative Services
FLSA: Non-Exempt
Pay Grade: \$52,000.00 - \$62,400.00

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the City Secretary / Director of Administrative Services, this position is responsible for assisting in the daily administration of a full range of human resource functions including employee onboarding, human resource administration, benefits administration and payroll. In addition, this position is responsible for assisting in the daily administration of a full range of finance functions including review of automated timesheets, leave accruals, employee benefits, garnishments, payroll taxes and completing payroll reporting requirements. Compiles and maintains payroll records. Performs the accounts payable function of the city by compiling, matching and posting invoices and preparing checks to vendors for payment of goods and services. This position is the point person with the public and employees. Effective communication skills are a necessity. The duties of this position require the exercise of judgement, initiative, discretion, confidentiality, and familiarity with general human resource practices and applicable legislative governing bodies.

Primary responsibilities of this position are listed below. This list is not an all-inclusive, and other duties may be required as assigned.

- Resolve day-to-day employee general inquiries.
- Manage application tracking system to track job opening information, assist hiring managers, provide follow-up correspondence.
- Post vacancies on city website and other advertisement platforms.
- Respond to questions from and advise applicants and the public regarding City's employment policies and processes.
- Responsible for drafting new hire paperwork including offer letters and preparing for employee onboarding. Ensure new hire packets are up-to-date, complete and ready for each new hire orientation.
- Coordinate the onboarding process of new employees, including pre-employment requirements, new hire orientation and ensure delivery of required compliance training.
- Responsible for entering and removing employees from human resources and payroll systems as well as any other approved status changes in a timely manner.
- Maintain complete confidentiality of all employee records and information.
- Maintain human resource information system records; compiles data and prepares detailed reports.
- Monitor human resources programs and processes to ensure compliance with federal and state employment related regulations.
- Benefits Administration for employees, including open-enrollment, new hire enrollment, qualifying life event changes, voluntary supplemental products and wellness program.



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- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Assist in resolving administrative problems with the carrier representatives.
- Ensure the integrity of the payroll data including data related to new hires, benefit selections, terminations, transfers and rate changes have been entered appropriately and make updates as necessary.
- Review computed wages and correct errors to ensure the accuracy of earnings. Ensure that all changes to payroll are processed correctly.
- Handle all garnishments, deductions and leave accruals.
- Ensure bi-weekly payroll is processed in a timely and accurate manner.
- Issue pay and pay-related information to employees.
- Researches and resolves questions from Manager and employees as they relate to the processing of payroll information such as paid time off, banking, garnishments, tax questions and other changes.
- Coordinate Workers Compensation, including initial reporting of work-related injury, physician notices, payroll reports, light duty assignments, while working closely with management and workers compensation representative.
- Monitors and maintains accurate tracking of FMLA hours, working closely with department managers.
- Maintain files pertaining to employee payroll and enter information such as terminations and retirements, ensuring all payouts are calculated and disbursed appropriately and timely.
- Compiles data and prepares compensation reports upon request from management.
- Assist with coordinating rewards and recognition programs and events.
- Work on a wide variety of projects simultaneously.
- Ensure regulatory compliance with applicable state and federal laws such as HIPAA, COBRA, FMLA, ADA, Worker's Compensation; determine potential impact of new legislation on the city.
- Serve as human resources records liaison, responding to public information requests, employment verifications, and compensation survey requests when applicable.
- Reviews and reconciles invoices for accuracy prior to payment.
- Prints and obtains signatures on all accounts payable checks.
- Distributes/mailed signed checks as required.
- Answers employee and vendor inquiries.
- Assists with routing and addressing customer calls.
- Maintains all payroll and accounts payable reports, spreadsheets and city payroll and accounts payable files.
- Assists with monthly closings.
- Prepares analysis of accounts, as required.
- Performs filing and coping.
- Verifies daily collections for deposits to the bank.
- Performs other duties as assigned, including special assignments, work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED equivalent required.



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- Four years of responsible secretarial, bookkeeping, payroll, billing or related office/clerical experience with at least two years in a human resource related function; and or graduation from an accredited business/accounting training program.
- One year of experience with computerized payroll processing preferred.
- Experience with Tyler Incode preferred.
- Must pass a pre-employment drug screen and criminal background check.
- Must possess State of Texas Driver's License.

Any combination of related education, experience, certifications, and licenses will result in a candidate successfully performing the essential functions of the job.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of pertinent federal, state, and local laws, codes, and regulations.
- Knowledge of principles and practices of public personnel management, including the City's Policy & Procedures Manual.
- Knowledge of employment law and best practice.
- Knowledge of payroll and benefits administration.
- Knowledge of office practices and procedures.
- Knowledge of business English, spelling and arithmetic.
- Skilled in sound business communication.
- Skilled in written communication techniques for report writing and preparing correspondence, policies, and procedures.
- Ability to make routine arithmetic computations and tabulations accurately and with reasonable speed.
- Ability to learn assigned clerical tasks readily within a reasonable training period, and to adhere to prescribed departmental routines.
- Ability to establish and maintain effective working relationships with other employees and the public.
- Ability to understand and carry out oral and written instructions.
- Ability to accurately prepare and maintain correspondence, files, and reports.
- Ability to operate the telephone in a clear, well-modulated voice using good diction with employees and vendors.
- Ability to prioritize assignments and work independently.
- Ability to operate equipment such as a computer, photocopier, fax machine, electronic spreadsheets, word processing, and integrated accounting systems.

PHYSICAL DEMANDS AND LOCATION

Frequent sitting, some standing, and walking required. Stooping, bending, and reaching required daily. Moderate use of senses such as vision, audio and speech are required. High use of cognitive skills required to complete essential functions of the job. May require extended workdays to attend meetings, functions, and other community events.



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While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. There will also be lifting of files and boxes that could weigh 25 lbs.

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

The City of Montgomery, TX is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, or veteran status.

In accordance with applicable laws, employment with the City is at-will. This means that either the employee or the company may terminate employment at any time, with or without notice or cause, subject to applicable law.

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