



**Town of Uxbridge**  
*21 S. Main Street Uxbridge, MA  
01569  
Tel. 508-278-8600 Fax. 631-237-5422*

**NOTICE:**

**POSTED:** April 24, 2025

**NOTICE:** 19 hours a week  
(Possible Full Time on July 1)

**CLASSIFICATION:** Payroll Benefits Administrator

**GRADE:** B

**DIVISION:** HR Department

**REQUIREMENTS:** Per attached job description

**SALARY RANGE:** \$23.46/hr. - \$27.00/hr.

**ANTICIPATED START DATE:** June 1, 2025

**APPOINTING AUTHORITY:** Town Manager

All interested, qualified candidates send cover letter, resume, three professional references, and the Town of Uxbridge application to Human Resources at 21 S. Main St., Uxbridge, MA 01569 or email to [hr@uxbridge-ma.gov](mailto:hr@uxbridge-ma.gov). Review of applications will continue until position is filled.

Posted: Town Hall, Library, Fire Department, Department of Public Works, Council on Aging, Police Station

*The Town of Uxbridge is an Equal Opportunity Employer*

**HR DEPARTMENT  
PAYROLL BENEFIT ADMINISTRATOR**

**DEFINITION**

The person in this position is responsible for payroll processing as well as assisting with benefit administration.

**ESSENTIAL FUNCTIONS**

*The essential functions or duties listed below are intended only as illustrations of the various type 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 organizing, calculating, and processing weekly payroll for the Town with oversight of the School payroll. Prepare all W-2, ACA reporting, and 1095-Cs at the end of the calendar year.
- Responsible for maintaining all employee paid time off, longevity, and Union dues in accordance to individual contracts. Responsible for paid time off carry-over and new paid time off hours for each employee.
- Maintain the payroll system and payroll files in the personnel files.
- Receives, uploads, and maintains the postings of all job openings. Receive applications and maintain records for each posting.
- Distributes and gathers all new hire paperwork. Verifies that new hire documents are completed accurately and completely. Enters new hire data into the payroll system. Files documents in personnel files. Responsible for terminating employees from the payroll system, calculating their final checks, final deductions, and paid time off payouts.
- Responsible for Worcester Regional Retirement and OBRA accounts for Town and School employees, including enrollment into the system, all terminations, obtaining required documentation for employee retirement, tracking all deductions, knowledge of eligibility requirements and how they apply to each employee, providing information and reports, and all year end reporting.
- Enters all non-health insurance deductions such as retirement, union dues, post deductions, garnishments, child support, 457Bs, ROTH, and 403Bs.
- Performs employment verifications and unemployment claims.
- Serves as the point person for all town new hires – providing them with new hire packets including benefit details and enrolment forms.
- Works with the Benefit Admin to assist new and existing employees; explain benefit coverages, costs, and deductibles.
- Assists Benefit Admin with Reconciling, auditing, and processing payments for all monthly insurance invoices.
- Performs other related duties as necessary.

## **SUPERVISION RECEIVED**

Under general direction, employee plans and prioritizes the work independently, in accordance with standard practices and previous training. Employee is expected to solve most problems of detail or unusual situations by adapting methods or interpreting instructions accordingly. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with supervisor.

## **JUDGMENT AND COMPLEXITY**

The work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, regulations and precedents which may be complex. Judgment is used in analyzing specific situations to determine appropriate actions. Requires understanding, interpreting and applying federal, state and local regulations.

## **NATURE AND PURPOSE OF PERSONAL CONTACTS**

Relationships are primarily with co-workers, vendors and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints, interact with challenging personalities and/or effectively navigate difficult circumstances.

## **CONFIDENTIALITY**

Employee has regular access at the departmental level to a wide variety of confidential information, including personnel records, medical records, lawsuits and client records.

## **EDUCATION AND EXPERIENCE**

High School diploma or equivalent, and 3 to 5 years of related experience; or any equivalent combination of education, training, certification, and experience.

## **KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: Knowledge of State and Town regulations, policies, programs, and operations; knowledge of office management principles and practices and computer systems and equipment used by the department.

Abilities: Ability to manage multiple tasks, meet deadlines, and pay careful attention to details despite interruptions; ability to maintain harmonious working relationships; work independently; maintain confidentiality. Ability to stay calm and deal tactfully, patiently and appropriately with all clients. Ability

to multitask and prioritize.

Skills: Record keeping, bookkeeping, organization, oral and written communication and customer service skills.

## **WORK ENVIRONMENT**

The majority of work is performed in an office setting.

## **PHYSICAL, MOTOR, AND VISUAL SKILLS**

### **Physical Skills**

Minimal physical demands are required to perform most of the work. The work principally involves sitting, with intermittent periods of stooping, walking, and standing. May be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

### **Motor Skills**

Duties require motor skills for activities such as moving objects, using office equipment, including but not limited to telephones, personal computers, handheld technology, and other office equipment.

### **Visual Skills**

Visual demands require routinely reading documents for general understanding and analytical purposes and frequent computer usage.