

JOB TITLE: PAYROLL AND ACCOUNTING SPECIALIST

The Springfield Water and Sewer Commission (SWSC) is seeking a highly motivated and innovative candidate to work as a **Payroll and Accounting Specialist** at our Administration Center in Agawam, MA. Under the direction of the Comptroller, and working with the General Ledger Control Supervisor, the Accountant / Analyst is responsible for processing payroll and vendor payments and keeping related records. This is an exempt position without overtime. This is an onsite (non-remote) position.

About SWSC: SWSC was established in 1996 as an independently operated and managed regional water and wastewater utility. SWSC employs approximately 250 people in roles ranging from engineering, laboratory, construction, union labor, customer service, and professional services, all of which serve 250,000 retail and wholesale customers in the lower Pioneer Valley through a regional water and wastewater infrastructure system. Governing oversight is provided by a three-member Board of Commissioners, appointed and approved by the Mayor of Springfield and City Council, with an executive director managing day-to-day operations. SWSC is not affiliated with any department of the City of Springfield and maintains its own budget, personnel, assets, policies, and procedures.

Mission Statement: SWSC's mission is to provide an uninterrupted, high-quality supply of water to our customers, to collect and treat wastewater, and return clean water to the environment.
www.waterandsewer.org

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Owns the processing of the weekly payroll cycle, journalizing all payroll related activities (overtime pay, incentives, spot bonuses, etc.) while tracking and analyzing employee's hours, employee Sick Leave, and other paid time off activity
- Maintains the human resource information system (HRIS) by updating the database, managing user accounts, resolving specific situations, responding to inquiries, and educating other associates about using the software
- Liaises with HRIS provider on all issues relative to service, reporting, trouble shooting, and issue resolution.
- Creates, manages, and ensures all payroll policies and procedures are up to date and in compliance with internal and external regulatory requirements
- Prepares vendor Accounts Payable batches, matching supporting documentation to invoices; maintains expenditure and budgetary control accounts and prepares necessary reports;
- Posts customer payments and adjustments batches to the general ledger;
- Assists the Comptroller with analysis of forms, correspondence, audits, investigative reports, and internal audits of Commission transactions;
- Assists the General Ledger Control Supervisor with maintaining appropriation and expenditure records, maintaining and reconciling cash journals to bank statements.

EDUCATION AND EXPERIENCE:

- Minimum 5 years of experience processing complex payroll, utilizing a computerized, third party system.
- Working knowledge of payroll practices and procedures
- Minimum 5 years of experience with Accounts Payable processes and procedures

- Experience using a computerized accounting systems
- Exceptional computer skills, including all Microsoft Office systems
- Must possess and maintain a current Driver's License.
- High school diploma or GED required. Associates or Bachelor's Degree in Accounting strongly preferred.

Qualified candidates should send their resume and cover letter and salary requirements to:
Stephanie.douglass@waterandsewer.org.

EOE/AA