



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

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Bridget Panniello, Head Clerk/Floater – [bpanniello@haverhillma.gov](mailto:bpanniello@haverhillma.gov)

July 15, 2025

Job #2025-28

## PLEASE POST ANTICIPATED OPENING

### POSITION:

**Payroll Manager/ Reconciliation Analyst**  
Auditors Department

### HOURS OF WORK:

**Monday – Friday, 8am – 4pm**  
35 hours per week

### SALARY:

**\$65,000-\$72,000 per year**  
(According to non-union contractual salary schedule)

### GENERAL STATEMENT OF DUTIES AND RESPONSIBILITIES:

This role involves overseeing payroll operations, ensuring accurate and timely payments, managing payroll staff, and ensuring compliance with relevant laws and regulations.

- **Oversee Payroll Operations:** Manage the end-to-end payroll process, ensuring accurate calculation of wages, salaries, bonuses, and deductions.
- **Compliance:** Ensure the organization complies with all payroll laws and regulations.
- **Payroll Systems:** Manage and maintain payroll systems and software, including troubleshooting, implementing upgrades, and ensuring data integrity and security.
- **Staff Management:** Manage and supervise payroll staff, coordinating activities and providing guidance.
- **Reporting:** Compile and analyze payroll reports and data, including earnings, taxes, deductions, leave, and disability.
- **Tax Liabilities:** Determine the company's payroll liabilities, including federal, state, and local taxes.
- **Communication:** Provide information and answer questions to resolve payroll discrepancies.
- **Stay Informed:** Study existing and new legislation to ensure compliance.
- **Budget Management:** Manage the payroll budget and ensure efficient operations.
- **Calculate Retros:** In accordance with CBAs, calculate retroactive pay increases as needed.
- Reconcile payroll withholding accounts with the general ledger and perform additional finance department reconciliations. Investigate and resolve discrepancies to ensure the accuracy and completeness of financial records.



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- The duties listed above are intended only as illustrations of the various types of work that the position will perform. 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.

## QUALIFICATIONS:

- Bachelor's degree in accounting, finance, human resources or a related field.
- 3+ years of experience in payroll management or a similar accounting role.
- In-depth knowledge of payroll processes, labor laws, taxation and statutory compliance
- Experience in handling payroll audits, inspections and compliance assessments.
- Proficiency in payroll software and systems,
- Excellent understanding of financial principles and the ability to reconcile payroll with financial records.
- Strong attention to detail and accuracy in managing complex payroll calculation data.
- Good organizational and time management skills to meet strict payroll deadlines and manage multiple priorities.
- Exceptional communication and interpersonal skills, with the ability to interact effectively with employees at all levels of the organization.
- High level of integrity and ability to handle sensitive and confidential information.
- Proficiency in Microsoft Office applications, particularly Excel.

## PHYSICAL REQUIREMENTS:

Ability to walk or stand continuously throughout the day. Frequent movement in and out of offices. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

**Attendance is mandatory.**

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

**CLOSING DATE: OPEN UNTIL FILLED**

**APPLICATION IS AVAILABLE ONLINE AT:**

**[www.cityofhaverhill.com/departments/human\\_resources/job\\_opportunities.php](http://www.cityofhaverhill.com/departments/human_resources/job_opportunities.php)**

**Application can be saved and sent as attachment when applying online. Cover letter, application and resume should be sent to: CITY OF HAVERHILL HR DEPARTMENT AT [HRD@HAVERHILLMA.GOV](mailto:HRD@HAVERHILLMA.GOV)**

**PLEASE REFERENCE JOB # 2025-28**

"The City of Haverhill is an AA/EEO/ADA Employer."

4 Summer Street Haverhill, MA 01830 [www.haverhillma.gov](http://www.haverhillma.gov)