

Township of Verona
Office of the Township Manager
Municipal Building
600 Bloomfield Avenue
Verona, NJ 07044
973-857-4767



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

CAREER OPPORTUNITY

TITLE: Payroll/Benefits Coordinator

LOCATION: Verona Town Hall Payroll/Finance Department
600 Bloomfield Ave
Verona, NJ 07044

TITLE CODE: 02634 Payroll Clerk

ISSUE DATE: 1/11/2023 **CLOSING DATE:** 2/11/2023

SALARY: \$41,751-\$80,540 Commensurate with experience and education

WORKWEEK: 35 Hours per week Full Time preferred

DESCRIPTION:

Under the direction of the Chief Finance Officer (CFO), the Township is seeking a full time Payroll Coordinator. Responsibilities include but are not limited to providing customer service to employees, processing payroll and time/attendance records including supplemental and overtime payrolls, process union deductions, taxes and pensions. Complete quarterly pension reporting and any retro reporting as necessary. Will process forms such as pension applications, health insurance applications and changes. Compute overtime, emergency rates, leaves of absence, general clerical office responsibilities and other duties assigned by the Chief Finance Officer.

WORKWEEK: Must be available Monday-Friday 8:30 a.m. - 4:30 p.m. or other hours set by the CFO.

REQUIREMENTS: Minimum of 1 year experience in a similar position, experience with Primepoint and Edmunds is preferred. Excellent customer service and communication skills. Proficiency in Word and Excel. is preferred. A valid driver's license issued in NJ is required.

APPLY: Interested candidates must submit a Verona Pre-Employment Application available at Veronanj.org/jobs cover letter and resume detailing experience and qualifications to the Office of the Township Manager, via email at JobOpportunities@VeronaNJ.org no later than 4:00 p.m. on the Closing Date listed above. The Township reserves the right to make a job offer prior to closing date.