



**TOWN OF MARSHFIELD
HUMAN RESOURCES DEPARTMENT**

870 MORaine STREET
MARSHFIELD, MA 02050
Tel: (781) 834-5582 Fax: (781) 834-5583

POSITION POSTING

Posting Date: February 13, 2017
Position Title: Payroll Administrator
Work Hours: Thirty-Seven and One-Half Hours (37.5) Per Week
Wages: AFSCME, AFL-CIO Council 93, Local 1700
Grade 9- Pay Range \$47, 293.46 - \$53, 192.53

Duties/Responsibilities: Under the supervision of the Treasurer/Collector, the payroll administrator is responsible for the processing and coordination of the payroll (including school) and benefit administration functions within the Treasurer/Collector's department. Familiarity with Harpers Payroll software preferred.

Posting Closes: Friday, February 24, 2017
Submittal Requirements: Please submit employment application to Town of Marshfield, Human Resources Department, 870 Moraine Street, Marshfield, MA 02050 or email to clacroix@townofmarshfield.org.