



Payroll & Benefits Coordinator

JOIN OUR TEAM!

The Town of Brewster seeks an organized professional to fill the position of Payroll & Benefits Coordinator in the Treasurer/Collector's office. Under the general supervision of the Treasurer/Collector, the Payroll & Benefits Coordinator is responsible for performing complex and confidential administrative and technical duties in the supervision, coordination, and administration of payroll and benefits.

Duties include, but are not limited to; prepares and processes bi-weekly payroll for Town & School employees in compliance with Federal, State, and local laws and regulations; coordinates the completion of administrative paperwork for new hires, retirees, and terminations; coordinates the Town benefit program and serves as benefits specialists for employees and retirees, performs all tasks necessary to enroll employees in, and maintain records for benefits, retirement and deferred compensation programs. The ideal candidate is a team player and will have exemplary customer service skills, the ability to maintain confidentiality and proficiency in computer software including Microsoft Office Suite.

Associate's Degree in Accounting, Human Resources, or related field and three years of payroll and benefit experience, or an equivalent combination of education, training, and experience. **Is this the job for you?** [Click here for the full job description and more information on the skills and knowledge needed to be a successful candidate.](#)

This is a full-time 35 hour a week position, covered under the OPEIU union agreement, with a starting pay rate of \$28.19 - \$31.73 per hour, depending on qualifications and experience. Excellent benefits package including paid time off, health insurance, and pension. Please send a cover letter, resume, and Town employment application to Human Resources, employment@brewster-ma.gov. Position open until filled, with a priority deadline for review of October 22, 2023. EEO/AA