

Position Vacancy
Payroll & Benefit Specialist

Full Time, Permanent

Under the supervision of the Director of Fiscal Services, administers the payroll and employee benefit functions for the Township. Ensures the accuracy of payroll calculations and maintains reporting procedures. Performs administrative functions pertaining to all employee benefits. Completes other tasks as needed in support of Fiscal Services operations.

Minimum Qualifications:

- Associate's Degree in accounting, business administration, bookkeeping or related field
- Minimum of three years of progressive experience in a payroll/benefits positions, preferably in the public sector
- Knowledge of the principles, methods and techniques of bookkeeping and financial reporting
- Skill in the use of computer software, including Microsoft Word and Excel, and the ability to learn new technologies.
- Skill in communicating with all levels of personnel with a high degree of diplomacy and professionalism.
- Skill in generating comprehensive and accurate reports, and in performing mathematical computations with accuracy.
- Skill in maintaining and updating records and documents with a high degree of accuracy.
- Skill in administering payroll systems according to established procedures, with impartiality and a high degree of confidentiality.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees.
- Ability to communicate effectively, comprehend instructions, and follow directions.
- Ability to maintain attention to detail and work effectively within deadlines.
- Ability to work with highly sensitive personnel information and maintain a high degree of confidentiality in all aspects of the job

Starting Pay: \$29.85 - \$32.95 /hour D.O.Q.

Final candidates must be willing to submit to detailed background and credit checks.

Submit your résumé to: hkuebler@saginawtownship.net

Application deadline: October 31, 2025

**SAGINAW CHARTER TOWNSHIP
JOB DESCRIPTION**

PAYROLL & BENEFIT SPECIALIST

Supervised By: Director of Fiscal Services
Supervises: No supervisory responsibility

Position Summary:

Under the supervision of the Director of Fiscal Services, administers the payroll and employee benefit functions for the Township. Ensures the accuracy of payroll calculations and maintains reporting procedures. Performs administrative functions pertaining to all employee benefits. Completes other tasks as needed in support of Fiscal Services operations.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Reviews timesheets and processes payroll for the Township. Works with the department heads in coordinating time submission.
2. Enters information and calculates payroll figures, taxes, other withholdings and payments made on employees' behalf. Generates, reviews and submits payroll reports for final payroll.
3. Coordinates the transfer of funds for payroll and remittance processing.
4. Prepares general correspondence and other documents on behalf of the Fiscal Services Office.
5. Maintains records of enrollment and billing for all employee benefit programs.
6. Compiles and submits payroll tax filings, Worker's Compensation, EEOC, and other mandated reports to a wide variety of regulatory agencies.
7. Prepares manual journal entries related to payroll and benefits as needed
8. Assists with annual audit preparatory work.
9. Handles inquiries from employees regarding Township provided and voluntary benefits offered by the Township and performs follow-up as necessary.
10. Assists in training new personnel.
11. Performs other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by personnel assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Associate's degree with major coursework in accounting, business administration, bookkeeping or related field.
- At least three years in a payroll/benefits position, preferably in the public sector.
- Knowledge of the organization and operations of municipal finance.
- Knowledge of the principles, methods and techniques of bookkeeping and financial reporting.
- Skill in the use of computer software, including Microsoft Word and Excel, and the ability to learn new technologies.
- Skill in communicating with all levels of personnel with a high degree of diplomacy and professionalism.
- Skill in generating comprehensive and accurate reports, and in performing mathematical computations with accuracy.
- Skill in maintaining and updating records and documents with a high degree of accuracy.
- Skill in administering payroll systems according to established procedures, with impartiality and a high degree of confidentiality.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees.
- Ability to communicate effectively, comprehend instructions, and follow directions.
- Ability to maintain attention to detail and work effectively within deadlines.
- Ability to work with highly sensitive personnel information and maintain a high degree of confidentiality in all aspects of the job

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others, and view and produce written documents. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally reach with hands and arms, bend or crouch, and stand or walk. The employee must regularly lift and/or move items of light weight. The employee must be able to sit for extended periods of time.

While performing the duties of this job, the employee regularly works in a business office setting where the noise level is quiet.