



## **TOWN OF CARVER Payroll & Benefits Coordinator**

The Town of Carver is seeking applicants for a full-time Payroll & Benefits Coordinator. This is a full-time, 35-hour per week position. Major responsibilities include preparing & verifying bi-weekly payroll warrant and maintaining accurate benefit information. The applicant must possess previous experience working with payroll and benefits. Microsoft Excel skills needed and experience with payroll software preferred.

This is a non-union position with a starting salary range of \$45,000-\$53,000, DOQ. A detailed job description is available on our website under Employment Opportunities: [www.carverma.gov](http://www.carverma.gov) Send cover letter and resume to: Human Resources Office, 108 Main Street, Carver, MA, 02330 or via email to: [Elaine.weston@carverma.gov](mailto:Elaine.weston@carverma.gov) AA/EOE. Position will remain open until filled.