



## NOTICE OF JOB OPENING

### PAYROLL / BENEFITS SPECIALIST

The City of Walker is looking to fill the position of Payroll / Benefits Specialist who is responsible for accurate and timely payroll processing, handling all areas of benefit administration, and maintaining complete and thorough benefits and payroll related documentation. While the primary function of this role is supporting both payroll and benefit activities, assistance with other HR support functions directly impacting payroll and/or benefits may be required.

Candidates must have a minimum of an Associate's Degree in Human Resources Management, Business Administration, Finance/Accounting or related field, or an equivalent of training and experience with appropriate professional certifications. The selected applicant must have two to four years payroll processing experience for an organization with 200+ employees with knowledge in using HRIS, payroll, and other related software. BS&A Software experience preferred. Qualities for the ideal candidate should include ability to organize and prioritize, excellent oral communication skills, and exceptional time management skills. Applicants must have the ability to handle confidential information in a professional and ethical manner.

This is a full-time position with a starting salary of \$46,356 to \$53,310, depending on experience and qualifications, and a comprehensive benefit package including medical, dental, defined contribution 401(a) retirement plan, retirement health savings account, life insurance, short and long-term disability, and fitness membership.

Candidates should submit a City application, resume, and cover letter to the Human Resources Department, electronically or in person, by March 23, 2020.

City of Walker  
Human Resource Dept  
4243 Remembrance Rd NW  
Grand Rapids MI 49534

or

[sbailes@walker.city](mailto:sbailes@walker.city)

A complete job description is available at [www.walker.city](http://www.walker.city).

The City of Walker is an Equal Opportunity Employer.