



Municipal Payroll Specialist

Per Project Position

\$60.00 per hour

Position Description

The Municipal Payroll Specialist assists our clients with processing payroll, daily work, and other assignments related to the administration of benefits, including municipal benefits and unemployment claims.

Position Requirements

- ✓ Minimum of 5 years' payroll & benefits administration in a municipal environment.
- ✓ Munis Experience Required.
- ✓ Knowledge of customized data services.
- ✓ Experience with payroll accounting functions to support activities related to benefit processing, such as employee contributions, state and federal withholdings, garnishments, reconciliation of accounts, and mandatory compliance.
- ✓ Thorough knowledge of office practices and procedures, knowledge of basic accounting practices.
- ✓ Experience in employee benefit deductions, data entry with Excel worksheets.
- ✓ Accuracy and aptitude for working with details is critical.
- ✓ Solid knowledge of MGL regarding payroll & benefit requirements.
- ✓ Experience with Microsoft Office.
- ✓ Experience in municipal finance a plus.
- ✓ Working knowledge of municipal operations and functions.
- ✓ Ability to operate office equipment such as computers, adding machines and calculators; to multitask and work in fast paced environment; to organize records and balance cash drawer.
- ✓ Skill with typing and computers, data entry and superior customer service skills required.

Equal Opportunity Employer

Capital Strategic Solutions, LLC. is an equal opportunity employer that is committed to inclusion and diversity. We take affirmative action to ensure equal opportunity for all applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, Veteran status, or other legally protected characteristics.