



BOROUGH OF ROSELLE

210 Chestnut Street

Roselle, NJ 07203

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David G. Brown II, MPA, RPPO
Borough Administrator

Payroll Supervisor – Borough of Roselle, Union County – The Borough is seeking a full-time Payroll Supervisor, under the supervision of the Chief Financial Officer, to coordinate all aspects in the preparation and distribution of payroll and benefits in the Borough. Duties include, but are not limited to, preparation of payroll schedules, maintaining salary increment control and advising employees of same, maintaining employee time sheets and payroll registers, preparation of statistical, quarterly pension and other reports, maintaining benefit enrollment information and advising employees of same, coordinating workers' compensation benefits. Collaborations with department heads and employees will be necessary. Candidate should have strong knowledge of payroll rules, regulations and procedures as well as the ability to manage multiple assignments on a daily basis. Four years of experience in the preparation of payrolls is required. Experience with Edmunds software and ADP Payroll a plus. The Borough has an annual municipal budget of \$39.5 million with approximately 300 employees and is a Civil Service jurisdiction. Submit resume and cover letter to David G. Brown II, Borough Administrator, 210 Chestnut Street, Roselle, NJ 07203.

The Borough of Roselle is an equal opportunity employer.