



JOB OPENING

JOB TITLE:	Payroll Coordinator
POSTING DATE:	July 19, 2024
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Finance/Accounting
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Full-Time, Regular
START DATE & WORK SCHEDULE:	ASAP Monday – Friday, 8:30 a.m. – 4:30 p.m., (overtime as needed)
PAY RATE:	\$58,236 - \$66,655
PREVIOUS WORK EXPERIENCE:	Two to three years of work experience as an Account Clerk II or equivalent. Previous payroll and governmental accounting experience preferred.
EDUCATION:	High school diploma. Associates degree preferred. Basic skills with word processing software. Intermediate skills with spreadsheet software and 10-key calculator.
SPECIAL SKILLS & TRAINING:	Proficient in use of Microsoft Office applications, especially Word and Excel and experience using EDEN system. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Must exhibit good oral and written communication skills and be able to work with minimal supervision.
BASIC RESPONSIBILITIES:	Performs a variety of complex payroll, record and account keeping tasks to assist in maintaining a uniform accounting and payroll system and other functions and services of the Accounting Division in the Finance Department. Assists with special assignments and other duties as required.
HOW TO APPLY:	All candidates must complete a City of Farmington Hills employment application . Applications are located at www.fhgov.com or in the Human Resources Department at City Hall (31555 West Eleven Mile Road Farmington Hills, MI 48336). Please email the completed application and supporting documents to hr@fhgov.com or in person to the HR Department for consideration. Current employees should submit a letter of interest and resume to Human Resources.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day