

Payroll, Benefits, HR Administrator

The right person for this position needs to be a multi-tasked, detailed person who can work with little direction once trained. Major responsibilities include human resource task which include orientation, processing background checks, and hiring documentation including processing benefits such as insurances, leavetime, and probationary requirements. Knowledge of processing payroll, payroll reconciliations and accounting skills is preferred. Good organizational skills, oral, written and computer communication skills are a plus. Experiences with Human Resources Administration, Union contracts, and/or accounting background would be given preference. SHRM certification are desired. Starting pay \$15.00-\$20.00 per hour DOE. Position is 32-34 hours per week with a benefits package. A full job description is available upon request.

Please submit resume and cover letter to: knoyes@townoflittleton.org

Town of Littleton
Attn: Finance Manager
125 Main St. Suite 200,
Littleton, NH 03561

Opened until filled.
No Phone Calls Please.

The Town of Littleton is an Equal Opportunity Employer.