

TOWN OF LA POINTE POSITION OPENING

PAYROLL COORDINATOR

Position: Part-time position of 20 hours per week (flexible schedule)

Start Date: November 2022

Job Summary: This position is responsible for payroll, benefits, tax filings, onboarding, and related activities for all employees and compensated volunteers in the Town of La Pointe. Key responsibilities include but are not limited to:

- Calculate and process biweekly payroll using in-house software.
- Administer all employee benefit programs; track benefits and benefit hours.
- Process required tax forms, including quarterly payroll returns, year-end reports, and W-2s.
- Track and verify monthly service and attendance reports for compensated volunteers in the Ambulance Service and Fire Department.
- Collect and file completed performance evaluation paperwork from department heads.
- Process unemployment compensation reports as necessary.
- Keep current on employment law and changes in payroll, benefits, and reporting requirements.
- Provide basic orientation for new hires and returning employees.

Requirements: A combination of education, training, and/or experience that provides the demonstrated knowledge, ability, math abilities, and other skills necessary to perform the job satisfactorily. Payroll experience, especially in a public-sector setting, is preferred. Knowledge of what is confidential, and ability to keep information confidential, is crucial. Excellent time management and attention to detail. Ability to prioritize work and overcome frequent distractions.

Compensation: \$23-\$25/hour, based on experience.

Other: The position requires working extended periods at a desk; extensive use of a computer; the ability to communicate effectively by phone, email and face-to-face; and a responsive and problem-solving approach. Residence on Madeline Island is preferred but not required. Background check required.

Initial Deadline for Applications: Monday October 10, 2022, 4 p.m.

Please submit cover letter, resume or similar documents detailing your qualifications to:
Town Administrator, Town Hall, 240 Big Bay Road, PO Box 270, La Pointe, WI 54850 or
administrator@townoflapointewi.gov

For more information, including a full job description, send an email or call 715-747-6913.

The Town of La Pointe is an Equal Opportunity Employer