



Job Posting

Human Resources Compensation Coordinator

The Town of Easton has an opening for a qualified Human Resources/Payroll Coordinator. This is a non-union 37.5 hour per week full time position with benefits. Duties include weekly and bi-weekly payroll processing, maintenance of records pertaining to payroll with experience of payroll tax processing including quarterly 941 tax filing, W-2 processing and benefits enrollment. Knowledge of Workers Compensation, The Affordable Care Act and FMLA are required. Munis experience strongly preferred.

The candidate must possess an Associate's Degree in Business Administration or related field plus three years of experience in Payroll, Accounting and/or Human Resources or any equivalent combination of experience and training which provides a demonstrated potential for performing the duties of the position.

A background check and drug screening will be performed prior to hiring for this position.

Work hours are: Mon-Fri 8:00-4:30

Salary Range \$48,000 - \$55,000

Please email resume and cover letter to Christine Calvert at ccalvert@eastonct.gov

Or mail to Christine Calvert, Finance Director

Easton Town Hall
225 Center Road
Easton, CT 06612