

TOWN OF SOUTHBOROUGH



OFFICE OF THE SELECT BOARD

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JOB POSTING

Business Administrator I
(Payroll & Benefits Coordinator)

The Town of Southborough seeks applicants for a full-time admin role with a payroll and benefit focus in the Treasurer's Office. This position requires a team player with excellent customer service skills. Duties include: maintaining employee files, processing payroll, administering health insurance/employee benefits for employees and retirees, and assisting residents with payments/inquiries. Experience in MS Office is essential, and knowledge of municipal finance and benefit administration is an asset. Position requires an Associate's Degree or some college business curriculum; 3-5 years of progressive administrative experience or related field preferred. The midpoint of this position is \$30.02/hour. Please send resume and references by September 22, 2023 to Vanessa Hale, Asst. Town Administrator, 17 Common Street, Southborough, MA 01772, or e-mail to personnel@southboroughma.com.

The Town of Southborough is an equal opportunity employer. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, national origin, age, gender sexual orientation, sexual identity, marital status, military or veteran status, disability, genetic information, or any other category protected by applicable federal, state or local law