**Branchburg Township (Somerset County), NJ**

**Payroll/Human Resources Administrator-Branchburg Township**

The Township is seeking a Full-time payroll/HR Administrator. Qualified candidate MUST have experience with Primepoint Payroll or a computerized payroll system and benefits administration through the SHBP; have the ability to multi-task, be highly organized and able to work independently. Responsibilities include: processing bi-weekly payroll, pension reporting (IROC), tax filing and reconciliation, annual distribution of W-2, 1095s. Additional Duties include: Maintenance of attendance ledgers for all employees (converting to Primepoint and will be done electronically), assist with benefits through SHBP hub, administration of disability plan and workers compensation claims. Salary range: $55-62,000. Excellent Benefits. Great boss. Please send resume, cover-letter and salary history to [diane.schubach@branchburg.nj.us](mailto:diane.schubach@branchburg.nj.us). Branchburg Township is an Equal Opportunity Employer.

**TAX ASSESSOR’S DEPARTMENT - FULL TIME TECHNICAL AIDE FOR TAX ASSESSOR’S DEPARTMENT (ADMINISTRATIVE ASSISTANT)**

Performs office work assisting with the Annual Reassessment Program; involved with the daily office operations including but not limited to data entering Deeds, Building Permits, CO’s, supervising receipt of farmland assessment applications, deduction and exemptions claims, Initial and Further Statements, data entry sales, maintaining multiple listings, creating reports, establishing new line items and assists the public in matters of assessments and related information, processing OPRA requests.

Thorough understanding of PC environment required.  Knowledge of MOD IV and DCA preferred as well as word processing packages.  Familiarity with the BRT system a plus. Ability to deal effectively with associates and the general public.

Must meet and maintain minimum established qualifications and training standards for the position as established by the Department.