

# The City of Lewes



## Job Posting Payroll & Benefits Administrator

The **City of Lewes** is seeking applicants who are committed to public service excellence for the vacant full-time position of **Payroll & Benefits Administrator**.

The Payroll & Benefits Administrator completes biweekly payroll for City employees to include 35 full-time and 18 seasonal; handles all payroll matters that include assisting eligible employees with annual open enrollment of benefits, employee worker compensation claims, maintaining personnel files, providing newly hired city employees necessary paperwork, remitting payroll liabilities, staying current on payroll related topics and trends. Other job responsibilities may include answering the phone, completing monthly bank reconciliations, and other finance related duties. This position works under the direction of the Financial Officer. The ideal candidate has a bachelor's degree in accounting or a minimum of an associate's degree with 3 years payroll processing experience. Additionally, proficiency in Microsoft Office products is required. Experience with ADP and Edmunds is preferred.

This position is a full-time, year-round position, working Monday through Friday, 8am to 4pm. Starting salary is \$45,000, but may vary depending on experience.

Employment is contingent upon pre-employment drug screening and background check. For more information, please contact Ellen Lorraine McCabe at (302)645-7777.

Applications are available on the City's website at [www.ci.lewes.de.us](http://www.ci.lewes.de.us) and can be mailed to Lewes City Hall, PO Box 227, 114 E. Third Street, Lewes, DE 19958, or may be submitted via e-mail to [hr@ci.lewes.de.us](mailto:hr@ci.lewes.de.us). Deadline for applications to be submitted is 4pm, July 24, 2020.

The City of Lewes is an Equal Opportunity Employer.