

HR/Payroll/AP Technician

The Human Resources/Payroll/Accounts Payable Technician reports to the Finance Officer and ultimately, the Town Manager. The position is responsible for a variety of tasks in the maintenance of financial, accounts payable, and confidential payroll records as well as benefits administration, onboarding, and timekeeping. Work involves applying established accounting procedures, principles of bookkeeping, and basic fund accounting to the processing of accounts payable and payroll. Work is performed under the supervision of the Accounting Supervisor and is evaluated through conferences, accuracy, and completeness of records, as well as an independent audit of financial records.