

Principal Payroll Clerk, Full Time - The Township of Vernon is seeking a full-time Principal Payroll Clerk. Primary responsibilities include, but are not limited to: processing semi-monthly payroll; managing state pension enrollments, payments and reporting for agency deductions; managing employee benefits enrollments; all annual chapter 78 calculations and changes; tracking of employee benefits and leave time; onboarding all new employees. Proficient in ADS and Primepoint time-keeping as well as Excel; Edmunds municipal software experience preferred.

Benefits offered: Medical/Prescription/Dental, Vision; Benefits Waiver; Pension (PERS); Paid Time Off/Holidays; Flexible Spending Account/ Dependent Care; Various Insurance Policies; Licensure Reimbursements. Union and Civil Service position. Salary Range \$50,525.76-\$65,928.14

Send completed application and resume to Administration Office, 21 Church St. Vernon, NJ 07462 or by email to businessadmin@vernontwp.com. Closing Date: This posting will remain open until filled; the Township reserves the right to offer the position at any time during the recruitment process. The Township of Vernon is a Civil Service Jurisdiction and an Equal Opportunity Employer.