Payroll Clerk – Borough of Belmar

The Borough of Belmar is seeking a full-time Payroll Clerk. The ideal candidate will process payroll, maintain accurate records, and ensure compliance with all relevant regulations.

Responsibilities: Review time and attendance records; maintain daily records of employee arrival and departure times. Process bi-weekly payroll and supplemental payrolls. Compute overtime payments and withholding taxes. Calculate and process deductions, including union dues, taxes, pension contributions, and insurance premiums. Process pension-related forms, including membership applications, beneficiary changes, retirement and loan applications. Process health insurance applications and changes. Pay invoices related to benefits. Respond to unemployment requests and employment verifications. Prepare reports and maintain confidential payroll records and files

Qualifications: A minimum of 2 years of clerical, payroll, bookkeeping, or accounting experience. Proficiency with Microsoft Office and Google. Ability to maintain confidentiality. Experience with Primepoint and Edmunds is preferred.

Salary: $58,000–$62,500, commensurate with experience

Benefits: Full benefit package including health benefits, pension, and paid time off.

The Borough of Belmar is an Equal Opportunity Employer. We encourage individuals from all backgrounds to apply. Interested candidates should submit a resume and cover letter detailing their qualifications to Municipal Clerk April Claudio at aclaudio@belmar.com. Position is open until filled.