



Payroll Technician

Grand Chute, population 23,495, is located in Wisconsin's Fox Cities region, a metropolitan area of 370,000 residents. With a tax base of \$2.3 billion, Grand Chute is the area's commercial and retail center. The Fox River Mall anchors a regional shopping, hospitality, and entertainment district. Grand Chute is home to the main campus of Fox Valley Technical College; Fox Cities Stadium (featuring the Wisconsin Timber Rattlers Class A affiliate of the Milwaukee Brewers); Gordon Bubolz Nature Preserve; several community and neighborhood parks; and, an extensive network of pedestrian and bicycle facilities. The community features a strong and diverse employment base. Among our major employers are: Pierce Manufacturing, Presto Products, McCain Foods USA, Dixon Ticonderoga, and Werner Electric.

Due to an internal promotion, the Town is accepting qualified applications for a full-time Payroll Technician. This position performs specialized work by applying accounting practices to the maintenance of financial records. The position performs various duties related to the processing of payroll, cash management, general accounting, accounts payable, and accounts receivable.

Requirements include: Associate's degree in Accounting or closely related field and 3 – 5 years of progressively responsible accounting and/or payroll experience. The Town may consider any equivalent amount of credentials, licensures, training, or experience that provides the necessary knowledge, skills, and abilities to perform the duties and responsibilities of this job.

The salary range for this non-exempt position is \$53,081 to \$68,265 with expected hiring range between \$53,081 to \$60,673 depending on qualifications. Generous fringe benefits include: employer contribution of 6.8% into Wisconsin Retirement System, State of WI Health Insurance; Vision Insurance; 100% employer paid Dental Insurance, Life Insurance, and Disability Insurance Premiums; 80 hours of paid holidays per year; 8 hours of sick leave per month (accumulation to 960 hours) and sick leave incentive; vacation leave; and attractive work hours plus a welcoming and friendly work environment!

A detailed position description and application are available on the Town of Grand Chute's website, <https://www.grandchutewi.gov/government/page/employment-opportunities/>. Email your completed application and resume to hr@grandchutewi.gov. Application materials received by **March 19, 2023** will receive best consideration. However, applications will continue to be accepted until the position is filled.

The Town of Grand Chute is an Equal Opportunity Employer and encourages all qualified individuals to apply.