



# Township of Northampton

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Northampton Township Municipal Complex · 55 Township Road, Richboro, PA 18954-1592

Phone: (215) 357-6800 · Fax: (215) 357-1251

Website: [www.northamptontownship.com](http://www.northamptontownship.com)

## Job Posting: Full Time Payroll Specialist

Northampton Township is seeking a detail-oriented Payroll Specialist to join our team. This role is multifaceted, combining payroll processing with responsibilities in both the HR and Finance Department. The ideal candidate will have a strong background in payroll administration, HR compliance, the ability to support financial processes and maintain confidentiality.

Key Responsibilities include processing bi-weekly payroll, compliance with federal, state and local payroll regulations, maintain payroll records, assist with new employee onboarding and payroll set up, maintaining HR records, cash receipts and assisting the finance department when needed.

This position requires physical presence in an office, Monday through Friday, from 8:30am-4:30pm, but with some flexibility in the hours.

### Qualifications:

- 2-4 years of payroll processing experience, HR and finance experience a plus
- Proficiency in payroll software and Microsoft Excel
- Strong understanding of payroll laws and regulations
- Excellent attention to detail
- Ability to maintain confidentiality and sensitive information
- Strong communication and interpersonal skills

Salary Range: \$54,000-\$58,000, based on a 37.5-hour work week.

### How to Apply:

Interested candidates should submit their application, resume and cover letter to Stacey Schwengels, Director of Human Resources at [sschwengels@nhtwp.org](mailto:sschwengels@nhtwp.org). Please include "Payroll Specialist Application" in the subject line.