



JOB OPENING

JOB TITLE:	Payroll Coordinator
POSTING DATE:	10/10/2025
CLOSING DATE:	Open until filled.
DEPARTMENT/DIVISION:	Finance/Accounting
EMPLOYEE GROUP:	TPOAM
EMPLOYMENT STATUS:	Regular Full-Time
START DATE & WORK SCHEDULE:	ASAP Monday - Friday, 8:30 am – 4:30 pm, (overtime as needed)
PAY RATE:	\$60,566 – \$69,321
PREVIOUS WORK EXPERIENCE:	Two to three years of work experience in payroll required. Payroll leadership, governmental payroll and/or accounting experience preferred.
EDUCATION:	Associates degree or higher in Business, Finance or Accounting related major.
SPECIAL SKILLS & TRAINING:	Proficient in use of Microsoft Office applications, especially Word and Excel. Experience using BS&A preferred. Must demonstrate ability to perform job functions accurately, confidentially, and in an organized manner. Must exhibit good oral and written communication skills and be able to work with minimal supervision.
BASIC RESPONSIBILITIES:	Performs a variety of complex payroll, record, and account keeping tasks to assist in maintaining a uniform accounting and payroll system, and other functions and services of the Accounting Division in the Finance Department. Assists with special assignments and other duties as required.
HOW TO APPLY:	All candidates must complete an online application . Please create an account and apply online for consideration.

The City of Farmington Hills is an Equal Opportunity Employer.

We work hard to enable all employees to succeed and, to that end, we welcome diverse talent and cultivate an inclusive environment that encourages collaboration and creativity. We're committed to building a workforce where people thrive by being themselves and are inspired to do their best work every day