

TOWN OF GREAT BARRINGTON

COMPENSATION AND BENEFITS COORDINATOR

Department: Treasurer/Collector

Status: Full Time, Non-Union, Non-Exempt

Salary Range: \$57,000 - \$60,000

Last Updated: December 15, 2025



POSITION PURPOSE

Representing the Town and its organizational mission, the Compensation and Benefits Coordinator plays a central role in supporting individual employees throughout their employment lifecycle. This position ensures the accurate and timely administration of payroll and the coordination of the Town's benefit programs including health, life, retirement, and work-life supports. By serving as a trusted resource for staff, the Coordinator helps employees navigate personal and professional life events with clarity, respect, and support.

Aligned with upholding the Town's shared commitments including communication, accountability, reliability, and mutual respect, this position is expected to actively model and reinforce a workplace culture where every employee feels valued, informed, and supported. Through consistent service and follow-through, the Coordinator strengthens organizational continuity and contributes to a high-functioning municipal team.

SUPERVISION

Reports to: Town Treasurer/Collector

May receive general direction from: Town Accountant and Executive Assistant to the Town Manager

Supervises: No direct supervisory responsibilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

(The functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

COMPENSATION & PAYROLL ADMINISTRATION

- Administers the Town's payroll processes to ensure accurate, timely compensation for all employees, consistent with contracts, regulations, and Town policies.
- Processes payroll changes, including new hires, terminations, promotions, stipends, accruals, and adjustments.
- Ensures accuracy in benefit deductions, proper coding, and reconciliation, maintaining a complete audit trail.
- Coordinates with Finance and Management teams to ensure accuracy in payroll-related reporting, warrants, and transfers.
- Supports departmental leaders ensuring payroll readiness during onboarding, leave, or employment changes.

BENEFITS ADMINISTRATION

- Serves as the primary contact for employee and retiree benefit inquiries, providing individualized guidance with clarity, empathy, and professionalism.
- Coordinates the administration of health, dental, life, disability, and other benefit programs.
- Assists employees through open enrollment, life changes, onboarding, offboarding, and retirement processes.
- Helps employees understand how benefits support work–life balance, wellbeing, and long-term financial security.
- Works with vendors, carriers, retirement boards, and other partners to resolve issues and maintain accuracy.
- Audits benefit bills, updates records, and ensures compliance with ACA, ADA, COBRA, and related requirements.

EMPLOYEE ONBOARDING, OFFBOARDING & LIFECYCLE SUPPORT

- Prepares payroll and benefit materials for new hires; assists with orientation on Town systems, benefits, and available resources.
- Maintains accurate employee profiles and supporting documentation in MUNIS or other HRIS systems.
- Facilitates offboarding with care and accuracy, including benefit transitions, payout calculations, and record updates.
- Ensures an employee-centered, respectful approach at all stages of employment.

RECORDS MANAGEMENT, COMPLIANCE & REPORTING

- Maintains confidential personnel, payroll, and benefit records in accordance with state, federal, and Town requirements.
- Responds professionally to employee inquiries and assists with information needed for audits, vendor reviews, or collective bargaining.
- Ensures accurate data entry and reporting within MUNIS and other HRIS platforms.
- Supports public records requests, compliance reporting, and required postings when aligned with payroll or benefits functions.
- Assists with developing and updating internal procedures, forms, and communications to improve clarity and efficiency.

EFFICIENCY, TECHNOLOGY INTEGRATION & PROCESS IMPROVEMENT

- Identifies opportunities to streamline workflows, reduce manual processes, and strengthen internal controls.

- Utilizes technology, HRIS systems, digital forms, and reporting tools to enhance accuracy and improve employee experience.
- Works with Management, IT, and Finance teams to evaluate system improvements, automation tools, or updated software solutions.
- Helps promote consistent use of HR tools and systems Town-wide, supporting efforts to modernize administrative functions.
- Recommends updates to forms, communications, instructional materials, and benefits resources to improve clarity and access.

MINIMUM QUALIFICATIONS

- Associate's degree in business, public administration, human resources, finance, or related field; equivalent experience will be considered.
- Minimum of 2–3 years of experience in payroll, benefits administration, human resources, or municipal finance.
- Demonstrated understanding of payroll systems, benefits programs, and relevant state/federal laws.
- Strong organizational, communication, and problem-solving skills.
- Ability to manage confidential information with integrity and sound judgment.

PREFERRED QUALIFICATIONS

- Experience in municipal government or public-sector HR/finance.
- Familiarity with MUNIS or similar payroll/HRIS systems.
- Knowledge of MA retirement systems (e.g., Berkshire County Retirement).
- Experience communicating benefits or payroll information clearly to employees at all levels.

KNOWLEDGE, SKILLS & ABILITIES

- Strong attention to detail, accuracy, and follow-through.
- Demonstrates reliability in handling confidential information and time-sensitive tasks.
- Maintains professionalism, positivity, and discretion in all interactions
- Ability to provide calm, supportive guidance during time-sensitive or emotional employee life events.
- Commitment to equity, inclusion, and respectful service.
- Ability to work independently and collaboratively across departments.

- Customer-service orientation grounded in empathy, respect, and clarity.
- Good interpersonal skills are needed to explain policies and procedures and provide information and assistance to applicants

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

- Work is conducted in a typical office setting.
- Ability to sit, stand, and work at a computer for extended periods;
- Ability to lift or move materials up to 20 pounds.
- Operates a telephone, adding machine, copy machine, computer, printers and fax machine.
- Exposure to hazards is limited to office setting.
- Errors could cause confusion, delay, poor employee and/or public relations, as well as legal repercussions.
- Has access to personnel confidential information.
- Makes frequent contact with other town departments, employees and the general public, requiring courtesy, patience and tact.
- Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions.

(This position's description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the position's duties change.)