



BRPC

Berkshire Regional Planning Commission

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MALCOLM FICK, Vice-Chair
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Executive Director

Employment Opportunity **Human Resource Payroll Assistant**

Berkshire Regional Planning Commission has an immediate full-time, benefited position opening for a highly responsible, energetic individual to serve as a Human Resource Payroll Assistant for a regional planning agency and associated non-profit in Berkshire County, Massachusetts. The Berkshire Regional Planning Commission is a public entity that provides a wide range of planning services to the 32 municipalities in Berkshire County.

This position performs day-to-day payroll and benefits transactions and maintains personnel and payroll information. The Human Resource Payroll Assistant serves as part of the Administration team that supports all accounting and office activities for the Commission and Berkshires Tomorrow Inc., an affiliated 501(c)(3). Duties include benefit, and retirement administration, processing employee transactions for benefits and payroll, preparing semi-monthly payroll for an outside payroll service, assisting with the maintenance of a web-based timesheet tracking system for BRPC staff and their accrual plans, assisting with updating BRPC's employee handbook, preparing spreadsheets and maintaining accurate records, as well as other duties related to BRPC and Berkshires Tomorrow Inc.

The individual serving in this position must exercise a high degree of confidentiality and accuracy in a fast-paced environment.

The Human Resource Payroll Assistant position requires a minimum of a bachelor's degree in Human Resources or a related field and one-year experience or any other equivalent combination of education, experience, and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Five years of directly related experience may be substituted for a degree. Previous human resources and payroll experience in a municipality, non-profit organization, or consulting firm environment is preferred.

The successful candidate must have strong skills with Excel, and an intermediate working skill set of Microsoft Windows, Word, and Access Office programs, Sage Peachtree accounting software or other accounting software, and the Internet. Knowledge of Publisher is helpful. The candidate must possess excellent written and oral communication skills and the ability to present numerical data effectively. Also required are strong organizational and time management skills.

The hiring range for this position is \$26.16 to \$30.26 per hour, not to exceed 40 hours per week, with a very attractive benefits package. The minimum workweek is 35 hours per week with flex time available.

Submit the following items to info@berkshireplanning.org by email only: cover letter, resume, and copies of any special licenses related to the position. Please include the phrase '**Human Resources Payroll Assistant**' in the subject line of your email. No telephone calls. Position available immediately and open until filled. A position description and information about BRPC are available at <http://berkshireplanning.org/about/employment-and-internship-opportunities/>. EOE/Smoke-and Drug-free Workplace. 1 Fenn Street, Suite 201, Pittsfield, MA 01201. Only serious applicants should apply.