

CITY OF OWOSSO
Now Hiring: Payroll Specialist

The City of Owosso is seeking a detail-oriented **Payroll Specialist** to join our Finance Department. This position is responsible for processing payroll, maintaining accurate records, preparing reports, and assisting employees with payroll-related questions.

Requirements:

- Associate's degree in accounting, business, or related field (required).
- Four years of accounting, bookkeeping, or payroll experience; municipal experience preferred.
- Strong attention to detail, confidentiality, and accuracy.
- Proficiency with office software and financial systems (BS&A experience a plus).

Schedule: Full-time (35 hours/week), hourly position, working Monday–Friday, 9 a.m. – 5 p.m., in-office.

Wage Range: \$27.47/hour - \$31.60/hour, depending on qualifications.

Apply: Submit a cover letter, resume, and City application to:

City of Owosso, Attn: Human Resources

301 W. Main St., Owosso, MI 48867

or email hr@ci.owosso.mi.us

Position closes Monday, December 1, 2025 at 12noon. Interviews tentatively scheduled the week of December 8, 2025.

The City of Owosso is an Equal Opportunity Employer.