HR/Payroll Clerk E.O.E.*

District Health Department #10 seeks a Full-time HR/Payroll Clerk. This position will be based in Wexford County.

Duties:

- Assists in employee benefit administration by assisting with enrollments and changes.
- Processes documents; gathers information; and processes bi-weekly payroll, benefits and payroll forms and changes, and reconciles benefit statements.
- Assists in payroll quarterly report processing and year-end processing.
- Assists in audit of payroll, benefits, or other HR programs.
- Ensures proper and secure maintenance and retention of records and documents in confidential personnel files.
- Scanning, emailing, and performing other clerical functions.

Requirements:

- Knowledge of general business, office administration, and personnel management principles and practices at a level normally acquired through completion of an associate degree in a related field or a High School Degree with three years related experience.
- Ability to accurately and efficiently enter data and information in records and forms and navigate computerized databases.
- One-Year related office experience in processing documents and forms and maintaining records, databases, and files.

Submit resume and cover letter by 03/04/2020 to:

DHD #10
Human Resources
521 Cobb St.
Cadillac, MI 49601

or

online at: http://www.dhd10.org/contact-us/join-our-team/

Position will remain open until filled.

*District Health Department #10 is an equal opportunity employer and will not unlawfully discriminate on the basis of race, color, sex, religion, national origin, age, marital or veteran