

Accounts Payable/ Payroll/HR Coordinator

\$16.50—\$18.00 per hour, DOE. Fulltime with Benefits Package

Job Description:

The duties include administering and performing payroll functions to include time keeping system for over 200 employees, administering accounts payables, and providing human resource support to the administrator. The position directly reports to the Business Office Manager and supports other business office activities as well. These include telephone reception, maintaining labor hour worksheets, maintaining personnel files, and interfacing with vendors, The human resource role supports the employees with processing of benefits, leaves of absences, and interfacing with the home office.

Required Skills

1. use relational database software
2. classify information according to content or purpose
3. index information resources
4. use library or online Internet research techniques
5. ensure correct grammar, punctuation, or spelling
6. proofread printed or written material
7. transcribe spoken or written information
8. maintain account records
9. operate business machines
10. operate calculating devices
11. prepare bank deposits

Minimum Education: 2 years college or technical school

Minimum experience: 12 months

Must pass pre-employment drug screen and background check



Full Job Description and how to apply at www.joblinksonomacounty.com, Job #1212

