



SCAN
ME



NOW HIRING

ADMINISTRATIVE CLERK

RESPONSIBILITIES

- *Process biweekly payroll along with filing monthly, quarterly and annual tax filings*
- *Responsible for maintaining the timekeeping & attendance software*
- *Assist accounts payable and accounts receivable with payment processing*
- *Collaborate with human resources in relation to payroll processing*
- *Provide professional customer service both internally with staff and externally with residents*
- *Support daily office operations on an as-needed basis*

COMPETITIVE PAY & BENEFITS

- *Pay range \$40,000-\$60,000*
- *Health/Dental/Vision coverage and HSA*
- *OPERS pension eligible*
- *In-house fitness area for employees*

MINIMUM REQUIREMENTS

- *High school diploma or GED required*
- *Related degree or coursework preferred*
- *Local government or public sector experience preferred*