



Payroll & Benefits Clerk

Manchester, MO (63011)

8:30 a.m. – 2:30 p.m. (30 hrs./wk.) Mon-Fri

No Evenings or Weekends!

General Description:

- Responsible for managing & processing all matters relating to the payroll and fringe benefits function for approximately 130 employees
- Maintains Personnel Files
- Receives and maintains workers compensation records, communicating as necessary with outside insurance agencies and internal leaders

Requirements:

- High school Diploma or equivalent
- Minimum of three years of experience Paycom Payroll, ADP or similar payroll software preferred
- Full cycle payroll processing experience preferred
- Experience with pension plan processing & benefit management preferred
- Computer proficiency in MS Office (emphasis on Excel)
- Accuracy and attention to detail & strong time management skills
- Excellent written and verbal communication skills

Benefits Package:

- \$16.58/hr. (30hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent Retirement Savings Plan
- 12 Paid Holidays
- 12 Days' Vacation Pay
- 12 Days' Sick Pay
- Life Insurance with buy up options

Interested in this position?

Contact H.R. Specialist Laura Reich

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EOE