

**HUBBARD HOUSE, INC.
PAYROLL CLERK**

WORK EXPERIENCE/EDUCATIONAL REQUIREMENTS:

High school diploma or equivalent with two years of experience in accounting or bookkeeping with at least one year of full-cycle payroll experience required. Bachelor's degree in Accounting or Business preferred.

JOB SUMMARY:

Under general supervision and in accordance with established accounting procedures, the Payroll Clerk is expected to perform moderately complex payroll related duties. Reviews and may enter payroll data; makes corrections and processes data. Researches information and prepares payroll and other reports; analyzes and reconciles payroll data and reports. Processes voided checks or other adjustments. Maintains files and records. Will be required to process payroll biweekly along with all employee benefit related items for the organization, including wage garnishments, retirement, and all other withholdings.

KNOWLEDGE AND SKILLS:

Position requires excellent organization skills and attention to detail; proficiency with Microsoft Office Suite or related software and the ability to quickly learn payroll software skills. Working knowledge of Paychex, ADP, Paylocity, or Paycor is a plus.

Please complete the online application and attach your resume to apply. EOE. No phone calls please.