

Overview

The Cedar County Clerk's Office is currently seeking a motivated Payroll and Human Resource Clerk. The Payroll and Human Resources Clerk will be responsible for working with multiple offices to process payrolls and maintain accurate Human Resource files for the County. The ideal candidate should possess a strong background in accounting and a clear understanding of employment labor law, such as Workers Compensation, Unemployment, FMLA, and USERA.

Responsibilities

- Process timely payrolls with minimum errors.
- On-boarding and Off-boarding of employees for multiple County Offices.
- Execute bi-weekly, monthly, quarterly and end of year processes, accurately and on time.
- Work with benefit providers and county retirement providers to ensure that all employee benefits are reported and accurate.
- Address employee inquiries regarding policies, procedures, and benefits while maintaining confidentiality.
- Collaborate with Elected Officials to develop strategies for improving employee satisfaction and retention.
- Assist in the implementation of HR projects that align with organizational goals.
- Maintain and manage all employee files accurately and according to auditory requirements.
- Process and create AP vouchers for payments
- Daily fund balancing with County Treasurer.

Qualifications

- Strong accounting background; required.
- Excellent communication skills with the ability to build relationships at all levels of the organization, required.
- Strong analytical skills for evaluating HR metrics and making data-driven decisions, required.

- Ability to handle sensitive information with discretion and maintain confidentiality, required.
- A proactive approach to problem-solving with strong organizational skills, required.
- Strong accounting skills required.
- Proven experience in human resources or talent management roles, preferred.
- Strong knowledge of employment labor law, preferred.
- Proficiency in HR software systems such as ERP-Pro 10 is highly desirable.

We invite qualified candidates who are passionate about human resources to apply for this exciting opportunity to contribute to our organization's success!