

HR / Accounting Clerk

Full time position responsible for maintaining heavy construction crews and positive work environments that will enable each employee to be productive and work safely, and encourage personal growth and advancement. Accounting duties include accounts payable & help with various other office tasks.

Qualifications:

- Minimum 2 Years education and experience
- Bilingual is an advantage
- Understand workforce regulations; ensure compliance with all requirements
- Strong computer skills, including social media and web site maintenance
- Analytical skills: research, analyze and recommend
- Good written & verbal communication skills with employees and managers
- Ability to build relationships
- Basic understanding of accounts payable

Responsibilities

- Recruit all levels of employees
- Initial interviews
- Application review and investigations
- New hire reviews, checks and documentation
- Performance Reviews
- HR policy review and updates
- Maintain Employee records
- Encourage employee development
- Conduct exit interviews
- Maintain accounts payable
- Help with payroll
- Communicate with vendors
- Various other office tasks

Benefits

- Competitive wages
- Health Insurance
- Simple IRA Retirement
- Flexible schedule

We are a drug free workplace; pre-employment drug screen.

Use E-verify (Employment Eligibility Verification)

Smoky Hill, LLC is an Equal Opportunity Employer.

All qualified persons are welcome to apply. All qualified applicants will be considered, regardless of race, gender or status as an individual with a disability or veteran. Women and Minorities are encouraged to apply.