



## NORTHWEST COMMUNITY ACTION PARTNERSHIP

### **Payroll Clerk - Chadron, NE**

**\$14.25 – \$15.75 per hour** depending upon qualifications and experience

**Full-time, full-year (40 hours a week for 52 weeks) 100% FTE**

### **Open until filled**

### **Essential Duties and Responsibilities:**

Northwest Community Action Partnership is seeking a Payroll Clerk for a new position in the finance department. This position will be primarily responsible for processing the organization's payroll including transfers, biweekly/monthly Tax reporting, month end, and all other duties associated with payroll.

### **Education and Experience:**

#### *Required:*

- Associates degree in accounting required, Bachelor's degree preferred.
- Knowledge and experience in preparation of payroll.
- Experience with computerized accounting programs.
- Experience with Microsoft Excel
- 10 key – calculator experience.
- Data entry experience.

#### *Preferred:*

Two (2) years or more experience working with general accounting, accounts payable, and payroll.

**Benefits:** Benefit dollars can be used towards one or more of the six options available from the Agency which are BCBS Group Health Insurance, Group Dental, Group Vision, Group Retirement fund, Voluntary Group Term Life Insurance or Voluntary Short Term Disability. Sick, Vacation and Holiday pay available.

Applicants should send resume and NCAP application form (available at [www.ncap.info](http://www.ncap.info) or Workforce Development in Alliance, NE) to NCAP, Attn: Human Resources, 270 Pine St, Chadron, NE 69337. Fax to (308) 747-2457. For more information, call Jennifer at (308) 432-3393 Ext 103. NCAP is subject to Veterans Preference and participates in E-Verify.