

December 20, 2018

Job Opening: HUMAN RESOURCES CLERK

Under general supervision, to perform a wide variety of clerical personnel functions for Human Resources to include the processing of personnel transactions and maintenance of personnel records and other related duties as required. Responsible for the processing of the Agency's payroll and the maintenance and accuracy of payroll records (HRIS) for employees within the Agency. Responsible for the enrollment of employee insurance benefits and changes. Responsible for the generation of reports through the payroll system for the purpose of retirement funds reporting and transmittal, and generation of reports for the finance department to accurately process payments for insurance billing, and process journal entries for salary allocations. Graduation from high school or educational equivalent with preferred Associates Degree in a related field such as Human Resources or Business Administration and two years of clerical experience, at least one year of which consisted primarily of personnel and recordkeeping activities and working with personnel rules and regulations and payroll; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. This is a full-time position and the position reports to the Human Resources Manager.

Closing Date: Open until filled

Complete application on-line at www.gha-nc.org and submit resume to Human Resources, shunt@gha-nc.org

No qualified individual with handicaps shall, solely on the basis of handicap, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity receiving Federal financial assistance. Qualified GHA employees will be given preference for this job. All applicants must apply directly to the main office at 450 N. Church St. We abide by the Drugfree Workplace Act, which includes pre-employment testing.

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