

Human Resources / Office Manager

Job Announcement

A local manufacturing company is seeking an enthusiastic, resourceful and career-minded **Human Resources / Office Manager** to join its dynamic team in the Merced/Turlock area. This key position will be responsible for leading both human resources and bookkeeping functions.

Core Duties:

- Full charge bookkeeping (A/R, A/P, account reconciliation, budgeting, preparation of financial reports and spreadsheets);
- Employee relations and staff engagement;
- Recruitment and new hire onboarding and orientation;
- Training and development;
- State and federal employment law compliance;
- Benefits administration;
- Oversight of payroll;
- Maintenance of personnel files;
- Preparing and liaising with senior and external accountant for year-ends;
- Assisting in obtaining quotes for various insurances; and,
- Other duties as needed.

Qualifications:

The successful candidate will possess the following qualifications or any combination of knowledge, skills and experience demonstrating the ability to successfully perform the job:

- Minimum two years of human resources and accounting/finance experience;
- Extensive knowledge of state and federal employment laws;
- Bachelor's degree in human resources, accounting, finance or related field of study;
- PHR, SPHR, SHRM-CP, SHRM-SCP or related certification preferred;
- Proficiency in Microsoft Office Suite and timekeeping/payroll software; and,
- Excellent organizational, interpersonal, team-building and written/verbal communication skills.

Position offers competitive salary plus benefits.

Apply online through Sierra HR Partners before May 31, 2017.

<http://ejob.bz/ATS/jb.do?reqGK=27022066&portalGK=2393>

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