



DATE: January 26, 2024

TITLE: Human Resources/Payroll/Finance Clerk Full-Time

DEPARTMENT: Administration/Finance

RESPONSIBILITIES:

- Processes enrollments, adjustments, terminations, and additions for medical and health group insurance plans for employees.
- Meets with employees and advises them regarding their eligibility for leave time, life insurance, health benefits, and other benefit plans.
- Assists employees in filling out forms written or electronic such as health insurance applications and changes, tax deduction changes, as well as leave request.
- Prepares reports and correspondence in connection with personnel work.
- Prepares regular, supplemental, and special payrolls, adds or deletes employees as required.
- Makes appropriate payroll charges such as union deductions, taxes, and benefit changes.
- Reviews and checks payroll and process time and attendance records.
- Checks and compares for completeness various types of documents such as vouchers, payrolls, requisitions, invoices, bills and receipts.
- Superior written and verbal communication skills.
- Exceptional organizational and time management skills.

***Submit resume and letter of interest to
Kathleen Green, Director of Human Resources
by February 16, 2024
applicant@voorheesnj.com***

or

***Complete a job application that can be found at
www.voorheesnj.com***