

Job:

Payroll/HR Generalist for a small business specialty niche staffing firm in Glendale

Hours:

Monday-Friday 8:30 am-5:00 pm

Education/Experience Level:

BA/BS Degree

3-5 years practical work experience in small business staffing firm preferred

Job Requirements

- Human Resources: New hire paperwork; employee benefits, insurance and taxes; liaison to all employees
- Accounting: A/P, A/R, payroll, taxes, quarterly and year-end reports; reconcile invoices and statements
- Proficient in using Quick Books, Adobe Acrobat, Outlook, Word and Excel
- Federal and State employment laws; insurance, health and retirement benefits
- Excellent writing, counting, interpersonal and oral communication abilities; detail and quality orientation
- Candidate hired into this position is required to live within 10 miles of the City of Glendale

Pay and Benefits:

\$20-\$25 per hour

Medical insurance, paid time off, paid holidays, 401k, discretionary merit bonus

To Apply:

Email cover letter and resume to christoroseweb20@gmail.com

Belinda Beardt
Executive Assistant to Rosemarie Christopher
818-552-2503