

Grover C. Dils Medical Center has an immediate opening for a Full-time **Accounts Payable/Payroll Clerk**

Location: Caliente

Hours: Up to 40 hours per week.

Wage: Depending on experience

Benefits:

Medical, vision and dental insurance is provided.

We are a part of the PERS retirement system.

6 paid holidays off with 24 hours of personal time to use.

Accrual of sick and vacation time.

Opportunity to serve your community.

Job Description: Process payroll records for hospital and other duties base on the needs of the financial controller

Job Essentials: Must be detail oriented, organized and able to maintain confidentiality. A strong background in book keeping skills is needed.

Minimum Qualifications

- Strong interpersonal, communication, and customer service skills.
- Excellent computer skills.
- Personal integrity, honesty and positivity.
- Ability to adhere strictly to the confidentiality codes governing employee information.
- Extreme versatility.
- Self-motivated.
- Ability to concentrate on details.
- Dependability. Attendance is a critical part of the job.

Applications are available on line at www.gcdmc.org, or you may pick up the application in person Monday thru Friday from 8am-4pm in our Human Resources office located in the Administration building in Caliente. **Applications must be complete and submitted to Katherine Lucchesi, HR Director by email: kclucchesi@gcdmc.org, by mail to: P.O. Box 1010 Caliente, NV 89008 or delivered in person.**

Questions regarding the position may be directed to JoLynn Cardinal at 775/726-8012.

Grover C. Dils Medical Center is an Equal Opportunity Employer.