

Grover C. Dils Medical Center is looking for Accounts Payable/Payroll Clerk
This is a full-time position with benefits working 32-40 hours per week.
Wage: DOE

Duties include but are not limited to:

High school diploma; associate's degree in Accounting preferred but not required
Knowledge of basic accounting principles
Process check requests and expense reports on a regular basis
Accurately review, code, and process vendor invoices
Perform monthly reconciliations
Review and reconcile invoice discrepancies
Update employee payroll records as needed
Process and close payrolls
Process direct deposit payments
Calculate and deposit payroll taxes
Process employment verifications
Process and issue annual W-2 forms to employees

Must have high degree of attention to detail; ability to work independently and prioritize tasks; strong time management and organizational skills and strong analytic abilities.

Position description is available upon request. Please contact Lynn Hansen at 775/726-8008 or lynnh@gcdmc.org with questions.

Applications are available on line and must be completed and returned. Visit our website at www.gcdmc.org; click on RESOURCES and EMPLOYMENT. Applications and a resume should be mailed, emailed or dropped off to our Human Resources office located in the Administration Building located at 700 N. Spring Street behind the hospital. E-mail to: hr@gcdmc.org or mail to: P.O. Box 1010 Caliente, NV 89008.

Acceptance of applications will close on Friday May 7, 2021 at 4:00PM.