

New Job Posting

May 24, 2022

Payroll-HR Specialist—Veterans of Foreign Wars (VFW) National Headquarters

The Veterans of Foreign Wars (VFW) Headquarters is currently looking to fill a FT Payroll/HR Specialist position. The hours are Monday – Friday 8:15 a.m. – 4:30 p.m.

Responsibilities: Maintains personnel files and HRIS to produce accurate and timely semi-monthly payroll. Manages talent acquisition processes, new employee onboarding, performance management tracking, FMLA requests, and the handling of workers' Compensation claims. Responsible for presenting new employee orientation to include reviewing personnel policies, procedures, and Paycom/HRIS employee portal. Assists Human Resource Director with reports, personnel issues and administration of policies and programs.

Minimum Qualifications: Qualified candidates will have a H.S. Diploma or equivalent and 2 or more years payroll processing experience, preferably utilizing Paycom.

Compensation: Salary range begins at \$44,289 and is negotiable based on experience. The VFW offers an exceptional benefits package to include medical, dental, vision, vacation and sick accruals, and 401K with up to 5% Employer match (with required employee contribution). Holidays include 10 paid days plus Christmas Eve through New Year's Day.

Apply Online: Application deadline 6/20/2022. Please complete application and submit cover letter and resume to be considered. If interested, please apply at the link below: [https://www.paycomonline.net_Payroll/HR Specialist](https://www.paycomonline.net_Payroll/HR_Specialist)

To advertise your position through our network, please send the job ad to [IPMA-HR Job Blast](#).

As a reminder, you can always see current job postings at https://www.ipma-gkc.org/employment_opportunities.php

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