

JOB ANNOUNCEMENT

KICKAPOO HOUSING AUTHORITY

TITLE: Payroll/Benefits Specialist
POSITION: Full-Time
SUPERVISOR: Housing Authority Director
SALARY: D.O.E.
CLOSING DATE: November 15, 2021

Responsibilities:

- Ensure all aspects of payroll is processed
- Responsible for benefits management
- Assist with HR
- Assist with data entry
- Ability to follow instructions, and work independently
- Other duties as assigned

Qualifications:

- High School Diploma or GED
- Prefer 3 yrs. experience with employee benefits
- Prefer 3 yrs. experience with payroll
- Must be able to pass a background check

Drug-Free Workplace Policy:

As a condition of employment, applicants must consent to pre-employment drug testing prior to appointment, and abide by the Drug-Free Workplace Policy while employed by the Kickapoo Housing Authority in Kansas.

Indian Preference:

Preference in filling vacancies is given to qualified Indian candidates in accordance with Indian Preference Act of 1934 (Title 25, USC, Section 472). Verification must be submitted with the application if claiming Indian Preference. Consideration will be given to non-Indian applicants in the absence of qualified Indian Preference eligible.

Email resume to: Jtucker@khakansas.org

Or apply on-line at: www.ktik-nsn.gov