

JOB OPENING**POSITION HUMAN RESOURCES – PAYROLL**

NEED Seeking individual to provide administrative support to Human Resource Department and administer timekeeping and payroll functions. Candidate must have excellent oral and written communication skills, high attention to detail, and the ability to multi-task in a fast paced office setting. Previous payroll experience preferred, ADP software a plus. Minimum of one year

administrative or clerical experience and high school diploma or GED required. Base rate salary \$12.39/hr. Starkey, Inc. offers excellent benefits and a positive work environment.

ABOUT US Starkey was founded in 1930 and is the oldest community-based, non-profit organization in Sedgwick County. We work to create community inclusion opportunities for over 400 individuals with developmental disabilities. We are looking for individuals who are committed to assisting the persons we serve live a satisfying and independent life.

RESPOND TO Starkey, Inc.

4500 W. Maple

Wichita, KS 67209

(316) 942-4221

send resume to:

dsalinas@starkey.org

or apply online:

www.starkey.org

EOE