

## HR and Accounting Clerk

About us: Zenger Folkman Company is a Utah-based company dedicated to creating research-based leadership development solutions. Our flagship product, The Extraordinary Leader, is a feedback-based development program designed to help leaders achieve their full potential. Founded in 2003, ZF is at the forefront of leadership training programs for some of the world's largest and well-known companies. Our programs are distributed globally by more than 40 channel partners and affiliates around the globe.

Zenger Folkman is looking for an HR and Accounting Clerk who has a previous track record of excellent payroll, accounting and/or human resources skills, is accurate in their work, and has the ability to learn and grow in this role. Responsibilities for this role include, but are not limited to:

- Process onboarding and offboarding of employees
- Manage employee records on HRIS
- Ensure accuracy of all employee benefit enrollments
- Manage the daily administrative operations of the Human Resources Department
- Perform daily account reconciliation
- Communicate with customers regarding past due invoices
- Manage bi-monthly payroll activities
- Support month-end financial tasks, including account reconciliation and reporting
- Support contract management
- Manage customer insurance requirements
- Manage proper filing and storage of records

### Qualifications:

To be considered for this position, applicants must meet the following requirements and possess the following skills:

- Proficiency in Microsoft Office applications
- Attention to detail and problem-solving skills
- Strong organizational skills with the ability to multi-task
- Ability to communicate effectively, both verbally and in writing, with staff and client contacts at all levels
- Ability to work independently while understanding priorities and goals
- Strong computer and internet skills
- Team player attitude with the ability to work well independently.

The following are desired, but not required:

- Four-year college degree
- Proven experience in accounting support, HR support or other relevant administrative role
- Quickbooks, Salesforce and Docusign experience helpful

### Zenger Folkman Benefits

- 11 Paid Holidays per year
- 10 Paid Vacation Days per year
- 10 Paid Sick Days per year
- Health, Dental, Vision & Life Insurance
- Supplemental Cancer, Accident and Short-Term Disability Insurance
- 401(k) Matching
- Stocked breakroom with snacks for the health nut and sweet tooth alike
- Collaborative environment doing something that makes a difference in people's lives
- Full access to our programs to improve your own leadership skills
- Office park amenities include access to full gym, yoga studio and game hall

Submit resumes to [hr@zengerfolkman.com](mailto:hr@zengerfolkman.com)

ZENGER FOLKMAN COMPANY is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, handicap or disability, with respect to recruitment, hiring, training, promotion and other terms and conditions of employment.