

# Clerical/Data Entry Specialist

The Huron County Road Commission is currently seeking qualified candidates to fill one account clerk position at its main office located at 417 S. Hanselman Street in Bad Axe, Michigan. This position will be working in our accounting department. The ideal candidate will have advanced proficiency in Microsoft Office, as well as prior experience with data entry in accounting software, the use of a desktop calculator and multi-line phone system. Prior experience with inventory and/or experience/education in accounting would be helpful. Candidates will be tested for proficiency in these skills prior to any offer of employment. This position is in a fast-paced environment and includes extensive computer usage, a need for accuracy and attention to detail.

Please note that the initial term of employment will be considered full time with a twelve month probationary period. At the conclusion of the probationary period, the successful candidate will be evaluated for full time employee consideration.

Applications may be found on our website at [hcroads.com](http://hcroads.com) or may be picked up at our office from 7:00 a.m. to 3:30 p.m. Completed applications must be returned to the Road Commission office by September 11, 2020.

Huron County Road Commission (HCRC) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the HCRC will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the employer.

Board of Huron County Road Commissioners

Michael A. Power, Chairman  
Alan J. McTaggart, Vice Chairman  
John M. Hunt, Commissioner

## Clerical/Data Entry Specialist Job Duties

Primary responsibilities may include:

- Timesheet entry of labor and equipment hours in our industry specific accounting software
- Inventory posting in accounting software
- Creating inventory related bar code labels
- Assisting with equipment work orders
- Assisting with other accounting related data entry and processing
- Preparing/updating various Excel and Word documents
- Prepare worker comp accident forms; assist with injured employee claims
- Prepare OSHA forms

- Retrieve MSDS sheets; update books
- Maintain employee driver license information list
- Updating property insurance database
- Answer phones and door
- Typing letters, bid documents, legal notices, etc.

Requirements/ qualifications include:

- Advanced proficiency in computer usage
- Ability to independently create and/or update Excel and Word documents
- Ability to learn our industry specific accounting software
- Ability to accurately use a 10-key desktop calculator
- Attention to detail with emphasis on accuracy of data entry
- Experience using a multi-line phone system