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## **Payroll & Human Resources Clerk**

May 15, 2024

**Job Description:** Saunders Brothers is a wholesale nursery and orchard operation in central Virginia. Saunders Brothers is looking for a Payroll & Human Resources Clerk for our Finance team. If you've dreamed of working in a family atmosphere where hard work, integrity, honesty, and passion are core values, come join our team!

### **Requirements and duties would include the following:**

- Assist with daily Human Resources tasks such as clerical assistance with document processing/scanning/etc., and maintenance of H2A program.
- Assist with annual onboarding, All Staff safety training, and other staff events.
- Review and verify time sheets
- Enter employee information and payroll data in the system
- Answer employee's questions and concerns regarding payroll
- Investigate and resolve payroll discrepancies
- Maintain and update payroll records
- Prepare periodic payroll reports
- Ensure timely processing of payroll on both a weekly and bi-weekly basis.
- Assist with yearly implementation and maintenance of employee insurance enrollment.
- Assist with maintenance of 401k and Short-Term Disability programs.
- Willing to attend educational events for professional development.
- Willing to assist in other tasks as needed.

### **Qualifications:**

- Preferred – Experience with payroll and/or accounting. Required - GED or high school diploma.
- Preferred – Spanish proficiency. Required – Willingness to learn and communicate with Spanish speaking employees.
- Must have excellent attention to detail and be able to work under tight deadlines.
- Must have good organizational skills, be able to prioritize workload, and have flexibility as work demands change.
- Must have good communication skills and be able to work effectively with other staff members. Also, must be able to work independently with structured deadlines as dictated by supervisor.

**Supervisor:** This position will answer directly to the Human Resources Manager.

**Pay and Benefits:** We offer a competitive hourly rate (commensurate with qualifications), health insurance, vacation package, short-term disability insurance, 401k package (eligible after 1 year of employment), and employee pricing on plants and farm market items. We also offer professional training and staff development opportunities for staff. This is a full-time (30-40 hours per week), on-site, year-round position.

**Drug Testing and Background Checks:** Saunders Brothers is committed to providing a drug-free and safe workplace. Therefore, all employees are subject to random drug testing, reasonable suspicion testing, and post-accident testing. In addition, all new employees will be subject to a background check upon a job offer.

**Start Date:** August 1, 2024.

**Information and Application:** Saunders Brothers Inc. is comfortably situated on the sunrise side of the Blue Ridge Mountains. Located less than 1 hour from the renowned University of Virginia medical center and Liberty University, Nelson County has numerous opportunities for hiking, biking, fishing, and skiing. Company perks include discounts at our retail Farm Market that include seasonal fruit from our orchards, family-raised meats and wholesale pricing on plants grown on our farm.

Contact Mari Johnson or Annie Saunders Burnett at [jobs@saundersbrothers.com](mailto:jobs@saundersbrothers.com). The job description may be seen at [www.saundersbrothers.com](http://www.saundersbrothers.com) and the application can be downloaded or completed on our website. Application must be submitted with resume to be considered.

### **Saunders Brothers Core Values**

**Faith-** Our Core Values and business practices are directed by our Christian faith.

**Integrity-** Honesty and truthfulness are foundational to our business and we seek to do what is morally and ethically right.

**Passion-** We strive to enthusiastically share our love for Agriculture by connecting people with plants, fruit, and the farm.

**Family-** The Saunders Brothers' Family includes and fosters many diverse families, generations, races, religions, and nationalities.

### **Business Purpose**

To make a profit doing something we love.

To have a positive impact on our employees, customers, suppliers, community, and environment.

To provide a productive, nurturing, and fulfilling environment for our team.

### **Strategy**

To be a premier supplier of superb-quality plant material for garden centers, landscapers, and public gardens throughout the Eastern United States.

To be a premier supplier of extraordinary fruit to the people of the Mid-Atlantic area.