

Job Title: HR/Payroll Specialist – Full Time – On-Site

Prairie Land Electric is a cooperative dedicated to serving our members and communities. Our corporate office is in Norton, Kansas. We are seeking an experienced and detail-oriented HR/Payroll Specialist to join our team and manage critical personnel information, payroll data processing, benefits updates, and other HR documentation. This is a key role that will require a high level of trust and confidentiality.

Position Overview:

As the HR/Payroll Specialist, you will play a central role in ensuring the accurate and timely processing of payroll, benefits administration, and personnel records management. You will work collaboratively with all PLE staff to promote safety, unity, respect, integrity and accountability in all our operations. This position will maintain organizational compliance with state and federal mandates. This position requires strict adherence to all policies, procedures, and regulations to ensure the smooth operation of our cooperative.

Key Responsibilities:

- Manage personnel information, payroll data processing, and benefit information updates.
- Ensure compliance with state and federally mandated procedures and processes.
- Assist with the creation and maintenance of HR documentation and records.
- Work cooperatively with executive and staff teams, promoting unity across the cooperative.
- Maintain confidentiality and adhere to all policies, procedures, and regulations.
- Support ongoing HR and payroll functions, ensuring compliance and accuracy.

Minimum Requirements:

- Associate degree plus two years of payroll experience, or four years of payroll administration/experience.

Preferred Qualifications:

- Bachelor's degree in Human Resource Management, Business, Accounting, or related field (or equivalent work experience).
- Previous experience in a cooperative environment.
- SHRM certification is highly desired.

If you are an HR/Payroll professional looking for a new opportunity where you can make an impact, we encourage you to apply today!

How to Apply: Please submit your resume, application and a cover letter outlining your qualifications to April Karnopp, akarnopp@ple.coop, Director of Administration by February 23rd, 2025. Application and position description can be found at

www.prairielandelectric.com/careers

Prairie Land is an equal opportunity employer.