

Merrillville Conservancy District

Office Assistant/Payroll Clerk

Date posted: September 23, 2026

Pay: From \$20.00 per hour

Apply at the Merrillville Conservancy District office at 6251 Broadway in Merrillville

Job description:

We are seeking an energetic and organized Office Assistant/Payroll Clerk to join our team! In this vital role, you will serve a support person to Office Manager/Financial Clerk, Billing Clerk, Board of Directors and Executive Director. Your eager approach and attention to detail will help streamline operations, support customers, and support the office staff in daily tasks. This position offers an exciting opportunity to contribute to an established and advancing sanitation/conservancy district.

Duties

- Greet customers warmly, providing excellent customer service over the phone and at both payment windows while managing daily responsibilities.
- Able to professionally speak to contractors and other town departments.
- **Assist Financial clerk with invoice payment, lien information and responsibilities, manage receipts, post payments, balance cash drawer, payroll procedures and willing to learn end of year payroll process.**
- Take service requests via phone, in person, or email and communicate to necessary personnel.
- Maintain flow charts.
- Answer multi-line phone systems with professional phone etiquette, directing calls appropriately and taking detailed messages
- Assist clinical staff with administrative tasks such as filing, data entry (including 10 key typing), and documentation review
- Record keeping
- Sort and process mail.
- Bank reconciliation
- Strong understanding of general office procedures.
- Desire to further career, ability to follow directions, and open to constructive criticism.
- Familiarity of Office 365, money management, Outlook and shared One Drive.
- ****Will train the right person as an entry level Office/Payroll Assistant.*
- ****Pre-hire drug screen mandatory*

Benefits:

- Dental insurance
- Disability insurance
- Health insurance

- Life insurance
- Paid sick time
- Paid time off
- Retirement plan
- Vision insurance

Work Location: In person