



**BUILD THE COMMUNITY,  
BUILD YOUR FUTURE.**

**CAREER OPPORTUNITY:  
Payroll/Accounting Assistant**  
Appleton – WI

Are you looking for a rewarding career? Do you enjoy variety and working in a fast-paced environment? MCC, Inc. is looking for motivated and detail-oriented candidates to join our team!

**Payroll/Accounting Assistant Responsibilities:**

The Payroll/Accounting Assistant is responsible for performing tasks related to Payroll and various other accounting areas. The ideal candidate would possess a high mathematical aptitude to be able to accurately calculate daily and weekly timecards along with other accounting duties. These responsibilities include data entry, audits or verifications, reporting, and other accounting and administrative duties as needed. The Payroll/Accounting Assistant must be able to work in a team environment to establish positive working relationships with various departments to ensure efficient accounting processing and business operations. They should also have the ability to adapt to various computer programs and office machines with training.

MCC, Inc. is a versatile company that requires employees to cross-train on other duties or work-tasks as assigned. Additionally, all employees are expected to maintain compliance with all work-place rules and regulations according to company policy, and all governing agencies.

**Payroll/Accounting Assistant Requirements**

- Experience in payroll/accounting related field preferred.
- Associates Degree in Accounting helpful, but not required.
- High School Diploma or Equivalent required.
- High level of accuracy, attention to detail, and organization skills.
- Ability to establish priorities to complete work within scheduled deadlines.
- Ability to take directives from a variety of people and departments for efficient operations.
- Independent judgment and decision-making skills, with the ability to problem solve.
- Demonstrated dependability and trustworthiness.
- Ability to handle sensitive and confidential information in a professional manner.
- Strong verbal and written communication skills (both general and technical)
- Basic understanding of Excel and Microsoft Office with the ability to adapt to various computer programs through training.

***BUILDING YOUR FUTURE WITH MCC, INC.***

MCC, Inc. offers competitive wages and a comprehensive benefits package that includes medical, dental, vision, 401K and match, HSA/FSA medical accounts, personal time off, paid holidays, and more!  
MCC, Inc. also offers CDL tuition assistance, career planning, and advancement opportunities!

**A BETTER FUTURE IS CALLING, WHAT ARE YOU WAITING FOR? APPLY NOW:**

**Apply Online:**  
www.mcc-inc.org

**Email a Resume:**  
hr@murphyinc.org

**Mail a Resume**  
MCC, Inc.  
PO BOX 1137  
Appleton, WI 54912

For more information contact Human Resources at: 920-749-3360

*MCC, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.*