

Capitol Jobs Marketplace

Gongwer News Service Job Postings

Michigan State Capitol Commission
Business Office Specialist

General Description:

The Business Office Specialist is a non-partisan position reporting to the Business Director and is under the direction of the Michigan State Capitol Commission (MSCC). Employees in this job function are responsible for both human resource and business functions. This position requires advanced knowledge in respective fields of work areas and accepts responsibility for highly complex assignments, the scope of which is significant and has considerable impact within the agency. Typically, this position does not supervise and works under the Director of Administration.

MINIMUM SALARY: \$45,000 minimum, negotiable based on education and/or experience

Minimum Qualifications:

- Bachelor's degree in areas of human resources or business administration required, or equivalent work experience.
- Minimum three years' experience in government human resource and/or fund accounting required.
- Ability to gather, interpret, and communicate information in an efficient and effective manner, both verbally and in writing.
- Knowledge of state and federal laws as they apply to both human resources and accounting.
- Experience planning, developing, implementing, and administering programs, which may range from simple to complex with numerous contingency factors involved.
- Experience in Microsoft Office software required, with ability to create and update spreadsheets.
- Ability to complete projects independently

How to Apply:

Online applications accepted through the State of Michigan's NEOGOV system at <https://www.governmentjobs.com/careers/michigan>. Applicants must include the following three items as separate attachments in their online application to be considered: 1) cover letter outlining interest and qualifications, 2) resume, and 3) copy of college transcripts.

The deadline to apply is 5:00 PM on Friday, September 29, 2017.

More Information: Call the LSB Human Resources Office at 517-373-9643.