



Our values: Excellence, Respect, Integrity, Innovation, Community, Commitment

HR Assistant – Full time

Job Summary:

Primary work focus will be assisting with clerical and accounting functions for the Human Resource Department. Performs a wide range of functions related to the day-to-day activities of payroll, time and attendance recordkeeping, benefit maintenance, personnel file management, recruitment, onboarding/off-boarding preparation, and regulatory compliance activities. Required to accurately oversee benefit enrollment, invoice reconciliation, payroll processing, etc. Assists other departments and perform other banking functions as HR workflow allows. Primary activities performed independently using supporting software for output. Works directly with and reports to the SVP of Human Resources.

Primary Work Location and Schedule:

- 3524 S. Culpepper., Springfield, MO 65807
- 8:00 am. - 5:00 pm. Monday Friday, occasional additional hours
- Fulltime;40 hours per week average

Position Requirements:

- Associates degree from a two/four year college or university in business related study or equivalency in completed course work; or five (5) or more years of work experience in job relevant field.
- Two (2) or more years of human resource experience preferred
- Experience, knowledge and training with accounting functions and current accounting principles preferred
- Proficient knowledge and utilization skills with MS Office products, including Word, Excel, PowerPoint, etc...
- Excellent skills in organization, time-management, and communication (verbal, written, interpersonal)
- Ability to sit, speak, and type for extended periods of time
- Ability to successfully teach and provide instruction; as well as high patience and tolerance for repetitive issues.
- Ability to maintain composure, productivity, and helpful demeanor during stressful activities
- Ability to self-govern work performance and prioritization of tasks
- Ability to assimilate and utilize tools and resources with minimal training
- Ability to work with minimal supervision while performing duties

To Apply:

- Print an Old Missouri Bank application at <https://www.oldmissouribank.com/about-us/careers.html>
- Submit a completed application by one of these methods; may include a resume.
 - Email: careers@oldmobank.com
 - Fax: 1-844-834-3256
 - Hand delivery at an Old Missouri Bank location
 - Mail: Attn Human Resources, Old Missouri Bank, PO Box 14050, Springfield, MO 65814-0050
- Contact Human Resources at careers@oldmobank.com or 417-869-9000 for more information

Futures made brighter. Banking made better.

Old Missouri Bank was founded in 1999 with a commitment to excellence in service. We offer our customers the latest in banking products and services combined with old-fashioned customer service. We are committed to giving our employees the kindness, courtesy, and professionalism they deserve. This philosophy has resulted in our growth from one bank in Springfield to six branches in Springfield and the surrounding communities.

Employee Benefits:

- **Excellent work environment** where you are appreciated and recognized for your individual efforts and contributions
- **Stability** with a locally owned community bank that is growing and expanding in the region
- **Paid Leave:** Vacation, Military, Bereavement, and Jury Duty
- **Cost friendly insurance:** dental, vision, critical illness, accident, supplemental life w/ AD&D
- **100% match of retirement savings** (up to plan limit)
- **Discounted financial service fees** on select OMB products and services
- **Plus more**

Disclaimer:

The above description relates the general nature and level of work performed by people assigned to this classification. It is not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform tasks outside of their regular responsibilities from time to time, as needed.

EQUAL OPPORTUNITY EMPLOYER

E-VERIFY EMPLOYER