



WENDY

**HUMAN RESOURCES,
ACCOUNTANT &
RECEPTIONIST**

CLARK MANUFACTURING

CORE TASKS

- Compile and complete bi-weekly payroll for employees
- Complete new hire paperwork and payroll tax reports, update employee files, do insurance reviews and renewals, filing, update weekly and monthly reports, file quarterly tax reports
- Director of first impressions, answer phones and greet customers, coordinate events for employees

OUTLOOK



**Increase in
job demand**

**Check out other
occupations like HR
Specialist or
Community
Outreach Specialist**



ANNUAL SALARY RANGE

\$29,320–\$58,080

MICHIGAN



\$31,830–\$51,990

**NORTHWESTERN
MICHIGAN**

- Salary information from O*net

Wendy's career advice and experience:

**I have held many positions in my years since high school and college.
Many times I thought I was in the position for good, but the
economy as well as the specific industries I have held jobs in prove
that you need to keep up on the latest trends and technologies to
adapt to anything that may come your way.**

HIGH SCHOOL CAREER TECH OPTIONS

- Charlevoix Emmet ISD Career Tech Programs: Business Administration and Management; Marketing Sales and Service
- Northwest Education Services Career Tech Center: Business Careers
- Wexford Missaukee ISD Career Tech Center: Business Management Administration; Hospitality, Retailing and Entrepreneurship



**SOME ACCOUNTANTS AND HUMAN
RESOURCE SPECIALISTS HAVE AN
ASSOCIATES DEGREE AND ON THE
JOB TRAINING; SOME ADVANCE
WITH A BACHELORS DEGREE**

- Baker College
- Kirtland Community College
- North Central Michigan College
- Northwestern Michigan College
- Westshore Community College
- University Center (NMC):
 - Davenport University (Business)
 - Ferris State University (Business)

FOCUSING ON CAREERS NEAR YOU



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