

# NOW HIRING

## Human Resources Specialist – Payroll/Retirement

Minn-Dak Farmers Cooperative is seeking full time, Human Resources Specialist – Payroll/Retirement, this position supports Minn-Dak Farmers Cooperative in the coordination of handling all payroll and retirement functions. This position meets the demand of timely and accurate reports and projects year-round.

### Essential Job Duties

- New Hire and re-hire entry of employees into the timekeeping and payroll systems
- Termination of employees in the timekeeping and payroll systems
- Process payroll every two weeks
- Experience with KRONOS Payroll system
- Assist Ag staff with Harvest Employee Onboarding and Payroll (including sending and collecting Engagement forms, manual timecards, termination forms)
- Review and approve timecards for all MDFC employees
- Quarter and Year End Closing
- Process and approve W-2
- 12<sup>th</sup> of the Month Census Reporting
- Manage accruals and leave time
- Set up and assign Wisely Pay cards
- Employment verifications
- Transition employees in timekeeping and payroll to Inter Campaign and back to Campaign
- Calculate and entry of June 1 Increases and September 1 Increases
- Create and process additional supplemental/correction payrolls as needed
- Assign holidays yearly in timekeeping
- Ability to assist and back up Benefits
- Complete administrative tasks, duties, and reports as required in a timely manner
- 401K and Pension
- Maintain employee confidentiality
- Adhere to all company policies and all safety, food safety, feed safety, and sanitation rules and programs
- Other duties as required by the business

### Qualifications

- Minimum requirement of Associate Degree in Accounting with payroll experience
- Bachelor's Degree in Accounting preferred with payroll experience
- Strong knowledge of payroll and payroll taxes
- Experience working with a Union
- Ability to multitask and work in a team setting
- Organized with excellent time management skills
- Ability to communicate effectively and work cohesively with employees at all levels
- Knowledge of Kronos, DocLink
- Advanced knowledge of Microsoft Office including advanced Excel experience

**More Information listed on company website: [Mdf.coop/careers](http://Mdf.coop/careers)**

### Application Process

All interested and qualified individuals are encouraged to provide a resume. Please email to [jobs@mdf.coop](mailto:jobs@mdf.coop) or mail to:

**MINN-DAK FARMERS COOPERATIVE**  
Attn: Zane • 7525 Red River Road • Wahpeton, ND 58075  
701-671-7777

Equal Opportunity Employer



# APPLICATION FOR EMPLOYMENT



We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. Minn-Dak Farmers Cooperative is a drug-free workplace. All new hires must pass a pre-employment drug screen and background check.

How Did You Learn About Us?

Advertisement  Relative \_\_\_\_\_

Employment Agency  Friend \_\_\_\_\_

Employee Referral  Other \_\_\_\_\_

FOR OFFICE USE ONLY

Form 8850 filled out:  
 Yes  No

Follow up needed:  
 Yes  No

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City ST Zip

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Best time to contact you at home is: \_\_\_\_\_  AM  PM

If you are over 18 years of age, are you authorized to work in the United States?  Yes  No

Have you ever filed an application with us before?  Yes  No

If yes, when? \_\_\_\_\_

Have you ever been employed with us before?  Yes  No

If yes, when and who was your supervisor? \_\_\_\_\_

Can you travel if a job requires it?  Yes  No

Date available to start work: \_\_\_\_\_

What is your desired salary? \_\_\_\_\_

Are you available to work:  Rotating shifts  Full Time  Campaign (appx Sept-May)  Harvest (appx Sept-Oct)

Have you ever been convicted of a felony?  Yes  No  
(A criminal record does not constitute an automatic bar to employment and will be considered only as it relates to the job in question.)

## EDUCATION

	Name and Address of School	Course of Study	Years Completed	Diploma/Degree
High School or GED				
Undergraduate College				
Graduate Professional				
Other (Specify)				

Describe any specialized training, apprenticeship, skills and extra-curricular activities:

Describe any job-related training received in the United States military:

## REFERENCES

Name:	Address:	Phone:
Name:	Address:	Phone:
Name:	Address:	Phone:

## EMPLOYMENT EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status. Include resume if available.

<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	
<b>Employer Information</b> Company Name:	<b>Dates Employed</b>	Work Performed:
Address:	From:	
Telephone Number:	To:	
Job Title:	<b>Salary</b>	
Supervisor:	Starting:	
Reason for leaving:	Ending:	

## AUTHORIZATION AND RELEASE

I authorize Minn-Dak Farmers Cooperative to contact any prior employers or references listed and release them and you from any liability arising from disclosures of information concerning my past employment history.

Print Name

Signature

Date

## APPLICANT'S STATEMENT

I certify that answers given herein are true and complete. I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision and that the Employer will use the information provided to make the best employment decision. This application for employment shall be considered active for a period of time not to exceed one year. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

In the event of employment, I accept and will follow all policies, procedures and rules of the Employer. I understand that false or misleading information given in my application or interview may result in discharge

---

Signature of Applicant

Date

---

**Please help us understand you better by answering these questions.**

**It's important that you answer the questions honestly, so that we can accurately assess your fit with the job you may be considered for and the organization. Please be aware that your answers may be verified during your interview or during reference checks.**

Why are you seeking employment with Minn-Dak Farmers Cooperative?

Have you been terminated from a job in the last five years?  Yes  No

Have you ever received a disciplinary action for attendance or other issue?

Attendance  Yes  No

Other Issue  Yes  No

If yes, please explain

What is the ultimate position you would like to obtain at MDFC?

Do you consider yourself a hard-worker and a team player?  Yes  No Why?

What makes you the best candidate for a job at Minn-Dak Farmers Cooperative and how would the company benefit from hiring you?