ISABELLA COUNTY
Medical Care Facility

1222 North Drive, Mt. Pleasant, MI 48858 · Ph: **(989) 772-2957** · Fax: (989) 772-3669 · Website: mcf.isabellacounty.org

Full Time Payroll Clerk

Isabella County Medical Care Facility, a local skilled nursing facility, is seeking a full-time Payroll Clerk to process payroll and perform clerical bookkeeping duties as required. The successful candidate must be proficient with computers/ten key calculator and Microsoft Excel, possess good verbal and written communication, and be able to effectively handle multiple priorities. Associates degree in accounting or related field preferred. Minimum of two (2) years of experience in bookkeeping or accounting practices in payroll preparation. Competitive wage and excellent benefit package including 401a retirement plan, medical/prescription/vision/dental and life insurance policy. Apply on-line at mcf.isabellacounty.org or in person at Isabella County Medical Care Facility, 1222 North Drive, Mt. Pleasant by Monday, November 30, 2026. EOE.