



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

\$43,210–\$113,540

MICHIGAN



\$37,090–\$110,000

**NORTHWESTERN
MICHIGAN**

• Salary information from [O*net](https://www.o*net.org)

Wendy's career path:

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;
MANY HAVE 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



Northwestern Lower Michigan Region



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