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Email a cover letter and resume to:

Jobs@HighPlainsFarmCredit.com

Human Resource Associate

DATE POSTED: April 15, 2026
POSITION: Human Resource Associate
LOCATION: Dodge City, KS or Hays, KS

HIGH PLAINS FARM CREDIT, ACA

The Farm Credit System is a unique entity, a network of nationally connected, locally owned financial cooperatives. Since 1916, Farm Credit has been devoted to agricultural financing and is the largest single provider of agricultural credit in the United States. High Plains Farm Credit is a member of the Farm Credit System and services over \$2.0+ billion of loans primarily originated in central and western Kansas. High Plains Farm Credit's vision is to be the preferred source of agricultural financing.

POSITION PURPOSE

High Plains Farm Credit is currently recruiting a Human Resource Associate to support the Human Resource Manager in assisting employees and supervisors in benefits, payroll, and all other employee relations. The ideal candidate should demonstrate initiative, strong communication, organization, and the ability to work in a team-oriented environment.

JOB FUNCTIONS

- Assist employees with benefits, payroll, and wellness questions.
- Reconcile payroll and benefits data semi-monthly to ensure accuracy of data.
- Prepare payroll and related vouchers for review and approval to accounting.
- Collect and maintain data for personnel files.
- Recommend and initiate training and development opportunities for staff.
- Coordinate position postings and collect applicant data for the Affirmative Action Program.
- Assist with annual budget, monthly journal entries, and monthly reconciliations.
- Appropriately protect the confidentiality, security, and integrity of the Associations systems and data.

QUALIFYING CHARACTERISTICS

- Bachelor's degree in human resources, business, or other related field.
- 1 – 3 years of related experience performing similar functions preferred.
- General knowledge of payroll processes and laws.
- Excellent oral and written communication skills.
- Strong analysis, problem solving, and computer skills.
- Ability to manage multiple tasks simultaneously.
- Proficiency in Microsoft Excel, Word and Outlook.

Interested candidates should email a cover letter and resume to Jobs@HighPlainsFarmCredit.com.

EEO/AA/M/F/D/V