



## **Job Title: Human Resources and Payroll Coordinator**

### **GENERAL SUMMARY**

This is a part-time (20 hours weekly) position. The scope of work for the Human Resource and Payroll (HR&P) Coordinator position includes these key categories: (1) human resources, (2) benefits administration, and (3) payroll administrative support for the Director of Finance and Administration. Under the supervision of the Director, the HR&P Coordinator provides accounting and administrative support for the activities of the Finance Department. The position performs a variety of activities related to the human resources and payroll activities of the agency personnel.

### **RESPONSIBILITIES**

#### Human Resources

- Coordinate and facilitate recruitment of new employees.
- Facilitate the preparation and processing of employment paperwork for new employees.
- Coordinate and prepare paperwork for new personnel fringe benefits (medical, dental, vision, life insurance, etc.).
- Responsible for agency compliance with federal, state and local labor laws..
- Responsible for the maintenance and update of all employee personnel files.
- Responsible for the confidentiality and security of all employee personnel files.
- Respond to inquiries from federal, state, and local agencies.
- Distribute, review, calculate and process payroll time sheets and employment documents; verify account numbers; maintain sick and annual leave and other payroll records.

#### Administrative

- Review and prepare vouchers for all vendor payments of employee fringe benefits provided services.
- Send semi-monthly notices to employees regarding time sheet due dates.
- Work with staff to correct problems with electronic worksheets.
- Coordinate timely processing of employee- requested changes to payroll records.
- Conduct monthly comparison review of payroll register and employee fringe benefits vendor invoice to insure (a) coverage of active eligible employees, and (b) employee's shared cost for fringe benefits is being deducted from paycheck.

(continued on next page)

## **PREFERRED QUALIFICATIONS**

- Bachelor's degree in accounting or business, or at least a minimum of 2-3 years of human resources and general accounting experience.
- Familiarity with payroll processing services, preferably ADP Workforce Now platform.
- Excellent data review and processing skills.
- Detail oriented and well-organized.
- Good communication and interpersonal skills.
- Ability to analyze and solve problems.
- Knowledge of payroll policies and procedures.
- Knowledge of human resources principles and/or procedures.
- Ability to safeguard confidential information.
- Ability to consistently meet deadlines.
- Highly competent PC problem-solving skills and literate in using QuickBooks Online and Microsoft Office software, including Word, Excel, etc.

*Rafiki Coalition does not exclude, deny services to, or otherwise discriminate against any person on the basis of race, color, national origin, age, sex, sexual orientation, gender identity, religion, pregnancy, veteran status or disability in admission to, participation in, or receipt of the services and benefits of any of its programs and activities or in employment therein, whether carried out by Rafiki Coalition directly or through a contractor or any other entity with whom the agency arranges to carry out its programs and activities*