



Human Resources & Payroll Coordinator

General Summary

Rafiki Coalition's mission is to eliminate health inequities in San Francisco's Black and marginalized communities through education, advocacy, and by providing holistic health and wellness services in a culturally affirming environment.

The Human Resources & Payroll Coordinator performs a variety of accounting activities related to the human resource and payroll activities of the agency personnel, and contractual obligations such as training requirements per HIPPA, Sexual Harassment, personnel benefits coordination and keeping abreast all CA labor law requirements. Under the supervision of the Director of Finance, the Human Resources & Payroll Coordinator will provide human resource support for posting open positions, onboarding new staff, assist with resolution of staff/agency relationship, collection of all agency timesheets, HR accounting needs, human resource staff informational updates, request and track required agency trainings, administrative support to the activities of the Finance Department as needed.

The scope of the work for this position includes these key categories:

- (1) Human resources
- (2) Benefits administration
- (3) Payroll administrative support for the Director of Finance and Administration
- (4) Support billing of earned government contract revenues through accurate timesheet and staff template allocations that demonstrate program activities.

Essential Duties:

Administrative Support

- Meet with program staff to affect the smooth flow of documents used to prepare monthly HR billing, i.e., Job postings, training subscriptions
- Attend and articulate all Human Resource/Finance Department issues and concerns at monthly agency all-staff meetings as currently staffing dictates billing
- Respond to all administrative inquiries from funders, governmental agencies, and other agency-related third parties
- Assist and/or manage and coordinate all workers compensation audits
- Coordinate monthly financial personnel meeting
- Review and prepare voucher for all vendor payments of employee fringe benefits provided services
- Send semi-monthly notices to employee regarding timesheets due date
- Work with staff to correct problems with electronic worksheet
- Coordinate the timely processing of employee changes to payroll records per PAF
- 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 fringes is being deducted from paycheck

Revised: January 2022



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Human Resources

- Coordinate and facilitate recruitment of new employees
- Facilitate the preparing and processing of employment paperwork for new employees
- Coordinate and prepare paperwork for new personnel fringe benefits (i.e., 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
- Respond to inquiries from federal, state, and local agencies
- Distribute, review, calculate, and process payroll timesheets and employment documents; verifies account numbers; maintains sick and annual leave and other payroll records

Required qualifications and experience:

- Bachelor's degree in Human Resource or related field, including accounting or business
- A minimum of 2-3 years of human resource and general accounting experience
- Familiarity and literacy with accounting software (preferably QuickBooks Online and Sage MAS90) and payroll processing services (preferably ADP Workforce Now platform)
- Excellent data review and processing skills
- Knowledge of accounting, human resources, and payroll principles and procedures
- Working knowledge of Microsoft Office (Word, Excel, etc.)
- Well organized and attentive to detail
- Detail oriented and well organized
- Demonstrates ability to meet deadlines
- Demonstrates ability to work without supervision
- Demonstrates ability to maintain confidentiality
- Good analytical, communication, interpersonal, and problem-solving skills

I acknowledge that I have read and understand this job description of my position provide to me.

Print Name: _____

Signature: _____ Date: _____

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.

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