



Payroll / Human Resource Assistant

Position Description

Reports to: Finance Director & Director of HR

This position is an hourly, non-exempt

Qualifications: Individual must understand principles of payroll processing, can work well and interact professionally with all employees. Expertise in Payroll is essential. System oriented individual with high degree of accuracy and attention to detail. Associate Degree preferred or minimum of 2 years' relevant work experience.

Essential Functions:

- Ability to follow and write work instructions
- Ability to sit for periods of 4 hours at a time
- Solid working knowledge of Excel and Word required
- Comfortable managing multiple and simultaneous tasks under short time lines
- Internal customer service skills
- Ability to work and make decisions with minimal supervision

Responsibilities include but are not limited to:

Payroll & HR

- Learn and support all aspects of payroll processing
- Update and process all fringe benefit forms with vendors and reconcile monthly bills
- Process all data entry for New Hires and Contract employees (which may include additions, changes and terminations).
- Update and maintain employees' personnel files, changing pay rates, deductions and contributions in payroll system
- Process and get appropriate approvals for petty cash and other reimbursements
- Respond to employee inquiries regarding payroll issues or concerns
- Provide notices to all employees from time to time
- Respond to outside inquiries of wage details as required
- Maintain and update spreadsheets and databases to ensure all employee and provider information is current and correct.
- Other Duties as assigned

General:

- Participate in recommended training programs, conferences, courses and other aspects of related professional growth
- Scheduled work hours are 40 hours, subject to change

I have read and understand the job description. I understand that I am a non-exempt employee.

Name (Printed)

Signature

Date