



Human Resources Administrator & Payroll Specialist

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of employees so classified.

POSITION SUMMARY: As Human Resources (HR) Administrator oversee employee and agency relations and policies, interact with employees, and administer background check policies, HR administrative processes and duties. As Payroll Specialist process payroll, which includes processing timesheets and printing & distributing paychecks, maintain payroll records, process employer payroll taxes.

QUALIFICATIONS:

- Sufficient education and/or related work experience.
- Demonstrate proficiency with Microsoft Windows, Word, Excel, and Financial Edge.
- You must have a good driving record, a valid driver's license, and personal auto insurance with required personal liability minimum as mandated by Community Works insurance carrier. (Current personal liability amounts for Bodily Injury are \$100,000 each person, \$300,000 each occurrence).
- Must successfully pass a Background and Abuse Check.

SKILLS AND ABILITIES:

- Ability to handle confidential information concerning the Agency, clients, and program organizational plans, policies, and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Must be culturally competent and sensitive.
- Ability to accurately and succinctly communicate both orally and in writing.
- Ability to maintain confidentiality and handle sensitive materials.
- Ability to follow directions and work productively with a minimum of supervision.
- Ability to perform all basic payroll functions.
- Must be a self-starter and dependable.
- A commitment to empowering others to solve their own problems.
- Values a nurturing family as the ideal environment.
- Conviction about the capacity for people to change and grow.
- Ability to work collaboratively with other personnel or professionals.
- Capacity to maintain a helping role and to intervene appropriately to meet service goals.
- Ability to set and maintain limits.

ESSENTIAL FUNCTIONS: (The essential functions below include tasks that are integral to job performance and fundamental to accomplishing the job.)

- Promote the Agency in a positive manner to fellow employees, to our volunteers, and to people in the community.
- Maintain confidential information concerning the Agency, clients, and program organizational plans, policies and strategies with an understanding that such information will not be disclosed within the Agency, or outside of the Agency.
- Be proficient with general office procedures and policies.
- Take care of employees and the Agency regarding personnel issues and benefits.
- In consultation with the Executive Director, oversee employee relations issues for the Agency.

Human Resources Responsibilities:

- Work closely with the Executive Director and Management Team in all employee relations matters.
- Maintain Background and Abuse Check files, Employee files, Volunteer files, and general files in compliance with the law, and HR rules and regulations.
- Create, update, and maintain resources such as the Employee Handbook and Supervisor's Manual.
- Review and approve all employee related transactions and change of status forms for consistency with HR and Agency policies, and the law.
- Ensure that all reports, data, and other required information is compiled and delivered in a timely and accurate manner:
 - As needed:
 - OSHA 300 for each location if any injuries
 - Each pay period:
 - 401k processing & reports
 - Each pay day:
 - Pull Payroll container. Distribute EFT receipts to employee mailboxes. Actual paychecks and a few receipts go to Receptionist for signature pick-up.
 - Monthly:
 - Personnel Count Report
 - New Hire Report for the State
 - Yearly:
 - OSHA Log
 - Payroll system-update Payroll Schedule for pay periods
 - New Holiday Schedule, get approval from Directors, distribute to employees
- Ensure that all staff receive regular supervision that is documented and confidential.
- Ensure that staff orientation and training requirements are met, including documentation of activities.
- Update & maintain employee trainings:
 - Bloodborne and Infectious Diseases Training
 - HIPAA Training
 - Harassment Training
 - Workplace Violence Training
 - Compliance Training
- Meet with employees:
 - New Hire Orientations: maintain paperwork and conduct orientations professionally and thoroughly.
 - Terminations: process and prepare paperwork for Exit Interviews for employees leaving the Agency.
 - Exit Interviews: conduct Exit Interviews professionally and thoroughly for employees leaving the Agency.
- Process Background and Abuse Checks on all applicants: new employees, new volunteers, and new board members.
- CRIS: as part of the background check process, input everyone and print results for each background check for each name used. No results should be found.
- Responsible for updating agency Background and Abuse Check.
- Responsible for notifying Directors and Program Managers of results of applicant's Background and Abuse Checks Final Clearance.
- Recruiting:
 - Process all Agency job descriptions:
 - Job Descriptions: post on Indeed, using the staffing email account
 - Process ads if requested.
- Maintain Indeed Account and staffing email.
- Other duties as requested by the Executive Director.

Payroll Responsibilities:

- Collect and enter employee timesheets.
- Maintain payroll records and files.
- Print and distribute payroll checks.
- Prepare supporting spreadsheets and reports.
- Maintain and ensure confidentiality of employee records.

- Payroll software system updates and maintains payroll tables.
- Prepare Oregon Worksite Report
- Review State and Federal quarterly tax reports.
- Process terms as needed, have Payroll Technician process paychecks
- Each pay period, process and enter New Hires into Payroll System every pay period before payroll is processed.
- Each pay period, process and enter Terms into payroll software every pay period before payroll is processed
- Each pay period, enter all change of status's before payroll is processed. This is done at the beginning of the next pay period for the current pay period.
- Each pay period, update Payroll Reports, email Payroll Reports to Directors & Payroll Technician.
- Maintain Attendance Plan for each employee.
- Administer Worker's Compensation Program.
 - File Worker's Compensation claims for injured employees.
 - Work with Worker's Compensation carrier on open claims.
 - Handle inquiries and reports to ensure quick, equitable, and courteous resolution of claims.
 - Coordinate getting injured employee back to work as soon as possible.
- Employee Benefits Responsibilities summary – 401K
 - Each payday-401k: Run reports, update spreadsheets. Process paperwork to transmit contributions and match. Give paperwork and email spreadsheet to Business Director for transmittal.
- Over-see SAIF administration of unemployment insurance.

Position Name: Human Resources & Payroll Specialist

Department: Administration

Supervisor: Program Director

Revision Date:

FTE: .7 Exempt Non-Exempt

Position #:

Position Open: Until Filled

Send your cover letter and resume to be considered for this position.

Please include the position name and position number
in the subject line of your email and in your cover letter.

For open positions, check our website at www.community-works.org

Community Works is an Equal Opportunity Employer