

**THE DALE ASSOCIATION
JOB DESCRIPTION**

**Job Title: Human Resources and Payroll Coordinator
FLSA Status: Non-Exempt**

Department:	Executive and Finance	Reports to:	CEO/Finance Director
Approved By:	Maureen Wendt, President/CEO	Updated:	August 2021

SUMMARY OF DUTIES:

The human resource and payroll coordinator is responsible for payroll and benefit administration and for maintaining and enhancing the agency's human resources procedures across the agency.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- This position recruits, onboards and orients employees, interns, and contractors with the policies and procedures of the agency. Recruitment to include the preparation of job postings, coordination of recruitment advertising campaigns, and working with department supervisors during the interview process.
- Screening of applicants include the coordination of a variety of background checks depending on the position and current agency policy and procedure. Conducts monthly exclusion checks.
- Conducts new employee orientations involving education using the employee handbook, corporate compliance plan, exposure control plan, HIPAA Privacy Rule and other corporate policies and procedures.
- Processes payroll and related activities.
- Administers employee benefits.
- Advise department supervisors of upcoming performance appraisals.
- Keeps current on human resource related regulations.
- Develops an annual staff training curriculum for agency wide staff meetings.
- Chairs the staff safety committee.
- Maintains employee human resources files
- Maintains and updates employee handbook
- Performs other duties as assigned by supervisor.

SUPERVISORY DUTIES:

None.

EDUCATION, TRAINING, EXPERIENCE, AND CERTIFICATION:

Must possess a bachelor's degree in business administration or public administration with a concentration in human resources, personnel management, benefit administration, or related field.

A minimum of one (1) years' experience in human resources or benefit administration is required.

Requires proficiency in Microsoft PowerPoint, Word, Publisher, Excel (sort), and payroll processing software. Preferred experience includes working with Paylocity, not-for-profit entities, human service industry experience, and working with a human resource information system (HRIS).

Preferred certification/licensure for PHR or SPHR.

LANGUAGE/COMMUNICATION SKILLS:

Must possess excellent verbal and written communication skills; must be able to work independently with good time management and organizational skills. Demonstrated ability to read and accurately interpret documents such as statutory regulations, government guidance, financial standards, and procedural manuals. Possess the ability to write reports, business correspondence, and letters. Proven ability to effectively present information and respond to questions from groups of staff, managers, members, customers, and the general public.

MATHEMATICAL SKILLS:

Must be able to demonstrate basic mathematical skills to include the ability to add, subtract, multiply, and divide.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit for long periods of time; use hands to finger, handle or feel objects, tools or controls; and to reach with hands and arms. The employee is occasionally required to stoop, bend, crouch or crawl. The employee may occasionally lift and/or move up to 30 pounds.

WORK ENVIRONMENT:

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The work environment is an office environment. The noise level is usually moderate.