



STAR VISTA

HUMAN RESOURCES/PAYROLL MANAGER

DEPARTMENT: FINANCE AND OPERATIONS

POSITION PURPOSE AND OBJECTIVES:

To provide the primary personnel contact and resource to staff with regards to personnel policies, agency rules and regulations, payroll, and benefits. Supervises Payroll Clerk and HR/Payroll Specialist. Provides support to the Chief Financial Officer.

ESSENTIAL JOB FUNCTIONS:

1. Ensures that all the necessary Federal, State and agency reports are completed accurately and in a timely manner.
2. Maintains employee personnel files ensuring files are in compliance with State and Federal Law.
3. Oversees Payroll Clerk and HR/Payroll Specialist in the processing of the payroll.
4. Reviews all payroll authorizations for accuracy and compliance with Personnel Action Form.
5. Review benefits data for accuracy and provide semi-annual and annual analysis for CFO.
6. Oversees the coordination of Health Benefit. Ensures eligible employees in the agency are offered medical, dental, vision, life insurance, flex plan and 403B Retirement plan. Acts as employee assistance contact for employees seeking benefits information or referrals.
7. Handles 403B employee/employer contributions and Flex Plan employee contributions with necessary reporting/reconciling each payroll.
8. Process employee terminations to ensure organization practices are in compliance with the law.
9. Oversee Workers' Compensation billing and reporting requirements.
10. Responsible for placing staff recruiting ads with appropriate advertisers.
11. Responsible for completing special projects as assigned.
12. Responsible for maintaining legal files.
13. Assists with personnel audits for funding contracts. (State, County, Federal and general audit.
14. Other projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Computer Literate (Word 6.0 and Excel 6.0) Able to type 40 wpm.
2. Knowledge of Human Resources policies and procedures.
3. Knowledge of benefits administration specifically group medical, dental, vision and life insurance, flex plan and 403B retirement plans. Able to clearly communicate the foregoing to employees.
4. Knowledge of Workers' Compensation.
5. Ability to collect, audit, compile, report, and analyze payroll data accurately and timely.
6. Knowledge of personnel filing systems maintenance.
7. Excellent written and oral communications skills. Able to compose correspondence.
8. Ability to work with a minimum of direct supervision and be accountable for effective performance of job duties.
9. Ability to work as a team member when necessary to accomplish tasks supporting the agency's mission.

SUPERVISORY RESPONSIBILITY:

Supervise the Payroll Clerk and HR/Payroll Specialist

WORKING CONDITIONS:

Work in an office environment. Handle confidential documents. The employee may occasionally be required to utilize their privately owned, insured vehicle to perform duties outside the office (e.g. purchase postage or go to the bank).

MINIMUM QUALIFICATION:

Demonstrable and verifiable skills, abilities, and qualities commensurate with the position requirements.

SUCCESS FACTORS:

1. Ability to handle multiple tasks with a minimum of supervision and to take full responsibilities for job duties.
2. Well developed interpersonal skills. Ability to work as a team member.
3. Well organized, detail oriented, dependable, punctual, and able to produce accurate and timely work.
4. Support for agency directions, purpose, and mission.
5. Flexibility in meeting changing priorities as the work requires.
6. Able to make logical and sound decisions for appropriate and effective results; understanding of when to seek help rather than use own judgment.

POSITION STATUS:

Reports to the Chief Financial Officer.

Exempt; 40 hrs/wk. Benefits include medical, dental and vision insurance, 403(b), Flex Plan, sick leave, vacation, personal, and holiday pay.

TO APPLY:

Email cover letter and resume to Dianette Washer, CFO, hr@star-vista.org