

“Committed to Safe and Affordable Housing”

Job Title: Human Resources and Payroll Representative

Category: Administrative Services

Salary Range: \$27.00 - \$39.00

Definition

The Human Resource and Payroll Representative will perform complex and specialized administrative tasks to support effective and efficient operations of YHA's Human Resources Department and the delivery of Payroll.

Typical Work

Human Resources

- Maintain employee records, ensuring completion and accuracy of details such as employee contact information, job classification, pay rates, organizational structure, and other key details.
- Maintain accurate records of active job openings and received applications; manages internal and external job postings.
- Review employment applications for open positions; conduct and/or schedule interviews.
- Recruit, interview, and hire staff.
- Coordinate and assign mandatory training across the organization.
- Create and update job descriptions.
- Perform administrative and recordkeeping tasks related to staffing changes, which may include layoffs, resignations, terminations, and extended leaves of absence.
- Attend and participate in employee disciplinary meetings, terminations, and investigations.
- Coordinate and investigate employee concerns and/or complaints; develop appropriate responses and remedial actions.
- Answer requests for information on policy interpretation.
- Administer employee benefits, collect and submit employee enrollments and changes to health, dental, life, disability, and other insurance carriers or insurance brokers. Reconcile and pay invoices.
- Serve as primary contact with YHA's benefit broker and other providers including workers' compensation, unemployment and retirement plans.
- Plan and support company-wide information meetings such as open enrollment, new hire orientation, and meetings to announce or discuss changes in retirement or benefits plans.
- Conduct or assist with record audits and mandatory reports, which may include I-9 audits, payroll audits, and other compliance reviews.

Payroll

- Collect and review timesheets.
- Process payroll accurately and timely.
- Process payroll taxes and payment of employee benefits.



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- Maintain records of Leave balances.
- Track Compensatory time.

Protect the privacy of all employee and client related information; keep a strict confidentiality of YHA business both while at work and during off duty hours.

Perform other duties as required.

Knowledge and Abilities

Considerable knowledge of local, state and federal laws involving employment, HR, and benefits administration; excellent verbal and written communication skills; excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy; well organized and detail oriented; ability to prioritize multiple tasks; proficient in Microsoft Office products, including Word, Excel, and Outlook; knowledge of standard office equipment.

Desirable Qualifications

High school diploma or equivalent required; Associate or Bachelor degree in Human Resources, Business Administration, or a related field preferred; certification in Human Resources preferred; AND three years experience in Human Resources and Payroll preferred; AND the ability to perform the work.

Benefits

Benefit package includes medical, dental, vision, short term disability, long term disability, retirement plan, EAP, 12 paid holidays, and PTO accrual.