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JOB DESCRIPTION

Position Title:	Human Resource and Payroll Coordinator
Reports to:	Human Resources / Controller
Department:	G & A
FLSA Status:	Non-Exempt

PURPOSE OF JOB: The Human Resource and Payroll Coordinator will be responsible for various administrative tasks within the HR department and will be responsible for updating and maintaining the ADP HRMS database. Also responsible for processing employee payroll (semi-monthly) using ADP Workforce Now.

MAJOR DUTIES AND RESPONSIBILITIES:

Human Resources
- Light recruiting support, including job posting, interview scheduling, and applicant tracking.
- Assist with new hire onboarding, including sending and collecting new hire packets, communicating to accountable parties, and scheduling new employee orientation.
- Set up new hire folders, maintain accurate employee files, and manage record retention according to laws and best practice.
- Process employee background checks and administer employment verifications.
- Assist with basic benefits administration, including data entry into benefit provider sites.
- Serve as a point person for basic HR, payroll, and benefit questions for staff when needed.
- Liaise with external vendors related to benefits and other HR matters as required.
- Run regular and ad hoc personnel and benefit reports, gather data for regulatory reporting, and provide data updates to management as needed.
- Support employee departure process, including communication to accountable parties, and processing termination paperwork.
- Deliver exceptional customer service at all times to both internal and external customers.
- Perform other administrative duties as assigned.

HRMS and Payroll
- HRMS - Using ADP Workforce Now 4.1, gather, input and manage employee data including recruitment, employment information (hire/re-hire, termination, approval process and delegation, shift and pay data), employee and manager self-service, and policy library.
- Time and Attendance - Using ADP Workforce Now 4.1 Time and Attendance module, manage employee time card reporting and supervisor approval, personal time off, multiple work shifts, and time and attendance for contract workers.
- Payroll - Using ADP Workforce Now 4.1, process semi-monthly payroll. Work closely with Finance to ensure accurate and timely employee payment, withholdings, and jurisdiction reporting.
- Performance - Using ADP Workforce Now 4.1, manage employee performance appraisal process.

EDUCATION AND EXPERIENCE REQUIREMENTS:
- Bachelor's degree preferred.
- Minimum 2 years of related HR experience
- Previous experience processing Payroll required (ADP highly preferred).
- The successful candidate will have excellent IT skills, and be comfortable operating with large scale systems (such as ADP), as well as Microsoft Office products as needed. MS Excel skills are a must.

This job description is not all inclusive. Incumbents may be required to complete other miscellaneous responsibilities as required.

OTHER QUALIFICATIONS:

- This position is exposed to highly confidential information. The candidate must be discrete in the management of such information and exercise tact, poise, diplomacy and courtesy with company's personnel and representatives outside of the company while maintaining utmost confidentiality.
- Excellent writing, communication and interpersonal skills.
- Must be willing to perform a variety of tasks and manage time well to ensure deadlines are met.
- Thorough, good follow-up skills and detail oriented with strong desire for accuracy.

This job description is not all inclusive. Incumbents may be required to complete other miscellaneous responsibilities as required.