



YMCA of Martha's Vineyard
Job Description

Position Title: Human Resources and Payroll Coordinator

Position Type: Part-time / 20 hours per week

Reports To: CFO

POSITION SUMMARY:

As a member of the YMCA Team, this position focuses on the YMCA's greatest asset: it's employees.

The HR and Payroll Coordinator ensures that all human resource processes and payroll functions for the organization are conducted in a timely manner to ensure compliance. This role plays a key role in the organization's human capital management strategy by supporting the human resource functions, including but not limited to recruiting, on-boarding, compensation & benefits strategies, and record keeping.

PRIMARY RESPONSIBILITIES:

Human Resource Functions

- Manages benefits plans, including enrollments, changes, terminations. Ensure proper payroll deductions are processed through the organizations payroll system.
- Works with department managers to implement recruitment strategies and interview process. Tracks status of candidates and follows-up as appropriate.
- Manages new hire on-boarding, including orientation, new hire paperwork, and initiating background checks.
- Processes all aspects of employee information from initial hire process to termination including data entry into payroll, timekeeping, and benefits carrier systems to ensure accurate record keeping.
- Participate in various HR workflows (such as but not limited to I-9 forms, EEO tracking, employee benefit program, workers compensation claims, unemployment forms, COBRA administration, etc.) by compiling, filing, and distributing appropriate electronic and physical paperwork
- Ensures all up-to-date legal postings are placed in a designated area within established timeframes.
- Provide employees with training requirements.

Payroll Administration

- Conducts all aspects of semi-monthly payroll process with oversight and input from accounting including but not limited to reviewing on-call hours, overtime requirements, updating benefits deductions.

- Maintain timekeeping system with accurate project codes and pay/bill rates.
- Researches and implements payroll tax requirements as needed.
- Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access.
- Performs additional tasks as directed.

Position Requirements

- Minimum two years of related payroll experience
- Minimum one year of related human resource experience
- Exercises sound judgment and exhibits strong decision-making and critical thinking skills
- Displays exceptional interpersonal communication and leadership skills, with particular attention to confidentiality
- Always interacts with employees in a positive and helpful manner
- Ability to work independently and cooperatively as part of a team
- Ability to maintain strong attention to detail in a challenging environment
- Must be proficient in Microsoft Office
- Must be detailed-oriented individual

EDUCATION/CERTIFICATION REQUIREMENTS

- Associate degree in a related field required; bachelor's degree preferred