



**An Achievable Dream, Inc.
Job Description**

Job Title: Director of Human Resources and Payroll

Reports To: Vice President of Finance and Administration/CFO

Date: January 2022

Job Description Summary:

The Director of Human Resources and Payroll will report to and assist the Vice President of Finance and Administration/CFO with the oversight of all human resources and payroll functions. The successful candidate will partner with the senior leadership team in strategic decision making for the organization.

Expectation For All Employees:

Support the organization's mission and vision, and align with the core values: Belief, Equity, Whatever It Takes, Partnerships, Relationships, Continuous Improvement, Systemic Impact, and Organizational Integrity.

Essential Duties and Responsibilities:

- Ensure compliance with current payroll and human resources regulations and stay abreast of new regulations as they occur.
- Update policies and procedures manual annually.
- Provide guidance on employee relations issues, such as recruiting, compensation, performance, and disciplinary actions.
- Oversee and assist managers with performance process.
- Verify timekeeping data for completeness and accuracy.
- Coordinate with various department supervisors on payroll processing.
- Process semi-monthly transfer of payroll data to Payday Payroll Services.
- Compile payroll data such as garnishments, vacation and sick time, insurance and 401(k) deductions.
- Maintain existing benefits programs and implement new programs, as needed. Assist with any benefits questions.
- Oversee annual open enrollment period.
- Ensure the receipt of payroll reports and request any custom reports, as needed.
- Responsible for onboarding and gathering data on all new hires including background checks and fingerprints.
- Responsible for the assembly of all personnel files and the security of all confidential human resource related files and records.
- Prepare and maintain current job descriptions.
- Manage relationships with human resources and payroll vendors.



- Support all special events where requested.
- Any other duties as assigned.

Education and Experience Required:

Position requires a bachelor’s degree in human resources or related field. Minimum of two years of experience in human resources, payroll and benefit administration, including payroll processing.

Qualifications:

- Must have a strong work ethic.
- Must be well organized and a self-starter.
- Detail oriented, professional attitude, reliable.
- Thorough knowledge of employment-related laws and regulations.
- Strong problem solving skills, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Ability to communicate effectively verbally and in writing.
- Ability to interact with external and internal stakeholders in a professional manner.
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.
- Ability to wear many hats.

General Information:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Licenses/Certifications:

- PHR, SHRM or similar certification required.

Technical Skills:

- To be proficient in Microsoft Office applications.

Working Conditions:

- Work is normally performed in a typical interior/office work environment.

Physical Effort:

- Very limited physical effort required.

Environmental Conditions:

- Very limited exposure to physical risk.

Salary Range: \$60,000 - \$63,000, plus benefits

To Apply: Visit achievabledream.org