

Job Title:	Payroll/HR Generalist	Reports To:	Financial Controller
Department/Group:	Finance and Human Resources	Job Code/ Req#:	70120
Location:	MI – Kalamazoo	Travel Required:	Minimal, up to 25%
Level/Salary Range:	To be determined	Position Type:	Full-Time, Exempt
HR Contact:	Ashleigh Crisp Hobart	Date posted:	April 4, 2014
Will Train Applicant(s):	Yes	Posting Expires:	Until Filled

To apply please include a cover letter, resume, and employment application. Applications accepted by:

FAX OR E-MAIL:

(269)492-1439 or hr@gshom.org

Subject Line:

Attention: HR Department

Website:

<http://www.gshom.org/about/employment.html>

MAIL:

HR Department
Girl Scouts Heart of Michigan
601 W Maple
Kalamazoo, MI 49008

Job Description

POSITION OVERVIEW

Manages payroll process, maintain employee database and personnel files, assist employees with benefits and performs various accounting and human resources related tasks. Provides administrative support to both Financial Controller and Human Resources Manager.

ROLE AND RESPONSIBILITIES

1. Manage the preparation and implementation of payroll, deductions, rate changes, transfers and other updates.
2. Facilitate management and employee understanding of payroll and benefit procedures.
 - Provide benefit orientations and enrollments.
 - Process and maintain all status reports and pay changes.
 - Compile and process payroll data such as garnishments, time off data, insurance and 403(b) deductions.
3. Prepare and maintain employee files assuring accuracy, compliance and confidentiality including, but not limited to, unemployment claims, verifications, I-9 status and state regulations.
4. Perform payroll/benefit-related reconciliations to General Ledger and other accounts.
5. Assists with new employee background checks.
6. Participate and help prepare information required for annual audit.
7. Helps to maintain company organization charts and employee directory.
8. Participate in administrative, finance and council-wide meetings.
9. Will work with administrative team to assist in covering the phones and working in the retail store/welcome desk when needed while ensuring customers are receiving high quality service and their needs are met.
10. Work cooperatively across all departments and assist in regional duties including kapers.
11. Other duties as assigned.

EDUCATION

- Bachelor's degree or equivalent experience in a related field.

KNOWLEDGE/SKILLS/ABILITIES

- Minimum of three years' experience with payroll processing preferred.
- Experience in nonprofit organizations preferred.
- Experience in Abila MIP, ADP Payroll, and ADP Time and Attendance preferred.
- Advanced and accurate computer skills in Microsoft Office.
- Must maintain current knowledge of applicable state and federal wage and hour laws.
- High level of professionalism and confidentiality is a must.
- Able to plan, organize and manage multiple projects.
- Attention to detail.
- Problem analysis and problem resolution.
- Excellent interpersonal and communication skills.
- Flexible and team-oriented
- Willing to become a member of Girl Scouts of USA

WORK ENVIRONMENT/PHYSICAL DEMANDS

- Usual office working conditions
- Required to sit for long periods of time
- Able to lift and/or manipulate up to 25 pounds

BENEFITS

- Medical
- Dental
- Vision
- Life
- Disability
- Flexible Spending Accounts
- 403(b)
- Vacation
- Sick
- Personal Leave
- Holiday Pay

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

Girl Scouts Heart of Michigan is an Equal Opportunity Employer.