|  |  |
| --- | --- |
|  |  |

JOB POSTING

TITLE: PAYROLL/HR COORDINATOR

LOCATION: ANTIOCH, CA

REPORTS TO: COO

STATUS: NON-EXEMPT/HOURLY/FULL-TIME

**OUR MISSION & VISION**

The Brighter Beginnings mission to“*support healthy births and successful development of children by partnering with parents and helping to build strong communities*“, gains its strength and aspiration from our core belief and vision that, ***Every family matters, and every child deserves a happy, healthy future.”***

**OUR HISTORY**

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

**POSITION SUMMARY**

The Brighter Beginnings Payroll/Human Resources (HR) Coordinator will be working under the supervision of the Human Resources and Accounting team. They will be processing payroll and will assist with HR and accounting administrative needs. Tasks will consist of processing payroll, supporting the HRIS database, and clinic credentialing paperwork.

**QUALIFICATIONS:**

JOB QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree (B. A.) from a four-year college or university or equivalent in business, accounting, finance, human resources. A minimum of an Associate’s degree required.
2. One to two years of payroll experience and/or training preferred. Or equivalent combination of education and experience.
3. Computer literate with Microsoft Office (Word, Excel), G-Suite, and ability to learn new programs quickly.
4. Highly organized, with absolute attention to detail.
5. Excellent oral, written and interpersonal communication skills.
6. Strong time management skills, with an ability to handle multiple requests simultaneously and respond quickly.
7. Flexible, adaptive to change.
8. High level of confidentiality.

**RESPONSIBILITIES:**

Human Resources

1. Organize employee and volunteer files.
2. Upload and scan files onto the HRIS system.
3. Label files and documents in a clear and consistent manner.
4. Gather list of missing documents needed and requesting items needed to ensure proper documentation.
5. Inputting dates, such as expiration dates of documents as needed.
6. Manually inputting other data needed to complete employee/volunteer profiles.
7. Assists with the clinic credentialing process.
8. Support with facility issues and ordering office supplies.
9. Performs other administrative related duties as necessary.
10. Engage in recruiting efforts, such as screening activities and reviewing resumes.
11. Other duties as assigned.

Payroll

1. Manages the payroll function, which includes defining payroll administration policies, procedures, and goals. Modifies or makes changes in policies or procedures when necessary to ensure processes and operations meet the standards set forth.
2. Prepares, distributes and reports the Company’s payroll including but not limited to the calculation of wages, overtime, benefit deductions and other deductions to ensure compliance with federal and applicable state laws. Performs work in such a manner to ensure that payments are accurate and timely.
3. Prepares or directs the accurate and timely preparation and distribution of various reports. This includes but is not limited to providing leadership with status reports and other information to forecast payroll, cash needs and benefits requirements. This also includes providing timely and accurate information for mandatory government reports.
4. On an ongoing basis, reviews and inputs employee data reports for complete and consistent information. Collaborates with the HR department to address and resolve red flags where the accuracy of information is questionable.
5. Provides and uploads reports including, but not limited to, quarterly wages census report, FSA deduction, and 403B contribution.
6. Responds to employees’ and managers’ payroll related questions and inquiries in a manner that supports the organization’s culture of open communications and drive for excellence in customer service.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

**SPECIAL ADA REQUIREMENTS**

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/clinic work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with half of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to medical equipment, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.

**BENEFITS**

Competitive wages, friendly environment, two weeks of vacation (increase after 1 year of employment), 13 paid holidays; sick leave; employer-paid health, dental, vision, life and disability insurance; optional employee-paid dependent health coverage available, 403b retirement account with matching, FSA, Transit Benefit and EAP. Employees working full-time will receive these benefits.

**APPLY**

If you’re interested in this position, please email resume to [jobs@brighter-beginnings.org](mailto:jobs@brighter-beginnings.org) or apply on indeed. Please make sure to subject the email with the position title that you are applying for.