



JOB DESCRIPTION

Position: Human Resources (HR) / Payroll Assistant

Position Summary:

Our organization is looking for a highly motivated, self-starter, with a high level of confidentiality and a desire to help others. The HR / Payroll Assistant will perform general HR and Payroll support, as well as administrative functions to include employee assistance, processing new hire paperwork, making changes to related tax withholding and employee benefits, and personnel reports.

Clearance Requirement: Ability to pass a complete background check, to possibly include a credit check.

DUTIES AND RESPONSIBILITIES:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Update the HRIS system with election updates, notify carriers of changes, and perform reconciliation of payroll deductions with vendor invoices.
- Maintain attendance tracking system by recording employee tardy/absentee information, vacation hours earned and used, and FMLA time used.
- Maintain detailed records of employment, and provide spreadsheets/data of all payroll functions for audit purposes in accordance with statutory requirements.
- Maintain HR compliance workbook to include training, certifications, and policy acknowledgments
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Assign and monitor training and policy acknowledgments.
- Assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks.
- Enters, maintains, and/or processes information in the payroll system; information may include salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Reconciles payroll to the general ledger and monthly bank statements.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Ensure new hires feel welcome and have a clear understanding of onboarding requirements to both the contract (as applicable), as well as the company.
- Must exhibit diplomacy and consideration towards all people; act as the liaison between contract personnel and customers.
- Performs other duties as assigned.

COMPETENCIES:

- Must demonstrate a high level of confidentiality.
- Proficient in MS Office tools (heavy focus on MS Word), MS Excel, MS PowerPoint, Google Drive, and Adobe products, and experience with Mac/iOS a plus.
- Exhibit a willingness to learn and grow.
- Excellent time management skills and ability to prioritize work without supervision.
- Must be able to handle delicate situations with discretion.
- Must exhibit effective communication skills.
- Strong organizational skills with the ability to multi-task, as well as adapt quickly to fast-paced, changing environments and requirements.

Education and Certification Requirements:

- Associate's degree in a related field is preferred.
- Prior related office experience preferred.

Background and Experience:

- Preferably one to two years of involvement in Human Resources, Accounting, or bookkeeping, with a preference for at least six months dedicated to payroll tasks.
- Exhibits a demonstrated understanding of DoD Federal certification requirements.
- Strong familiarity with ADP and Deltek/CostPoint systems is strongly preferred.
- An equivalent blend of education and practical experience spanning one to two years.

Required Technical Skills:

- Excellent communication and interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Proficient with or the ability to quickly learn payroll management, human resource information systems (HRIS), and similar computer applications.
- Working knowledge of HR laws and regulations.
- Microsoft Office Suite (MS Excel, MS PowerPoint, MS Word).
- Adobe products
- Experience with Onboarding new hires.
- Strong verbal and written communication skills.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- General office environment. Work is generally sedentary in nature but may require movement about the office for up to 10% of the time. The working environment is generally favorable.



Lighting and temperature are adequate, and there are no hazardous or unpleasant conditions caused by noise, dust, etc. Work is generally performed within an office environment, with standard office equipment available.

- Contractor site with 0-10% travel possible
- Possible off-hours work to support releases and outages
- Occasional movement of small articles up to 10lbs
- Must be able to remain in a stationary position 50% of the time
- Continually operates a computer and other office productivity machinery
- Occasionally required to move self in different positions to accomplish tasks in various environments including tight and confined spaces
- Continually required to communicate information and ideas so others will understand
- Continually utilize visual acuity to operate equipment, read technical information, and/or use a keyboard

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Equal Employment Opportunity Veterans/Disabled