

# UNION SETTLEMENT

## Job Announcement

**Position:** HR, Payroll and Reporting Specialist  
**Department:** Human Resources  
**Reports to:** Director of Human Resources  
**Hours:** Full-time  
**FLSA:** Non-Exempt

### Position Summary:

The HR, Payroll and Reporting Specialist will lead the payroll and data analytics function, enabling the process of turning data and processes into metrics, measurements, and reports that support the Human Resources/Payroll. S/he will administer payroll and lead audits, while ensuring data and special project integrity. S/he will support additional HR functions as needed.

### Responsibilities:

- Responsible for the processing of biweekly payroll for over 400 employees from input to delivery.
- Process all related payroll transactions and changes (direct deposits, wage garnishments, benefits, loans, 403(b), etc.).
- Manage and track annual leave (sick and vacation) for both unionized and nonunionized employees.
- Coordinate, maintain, and generate Human Resources and Payroll-related files, and records (personnel files, search files).
- Address payroll related inquires; coordinate and interact with vendors, financial consultants, and federal and state agencies on issues pertaining to employee compensation, garnishments, benefits, etc.
- Log and distribute status forms for employee information such as changes to title, status, pay, department, address, etc. in timely manner.
- Input HR information accurately into ADP, and other systems/databases as applicable.
- Prepare and/or coordinate quarterly and year-end reports (W-2's, 1099R's, EEO-1, DOL, BLS, FLSA); participate in audits to ensure compliance with legal requirements and company policy.
- Manage payroll and HR invoices processing for payment in collaboration with HR Generalist.
- Perform complex, in depth analyses on headcount, attrition, historical compensation spends, promotions, etc.
- Create and design compensation models including salary packages, along with indirect benefits in collaboration with Director of HR.
- Administration of compensation process increases, COLA's, incentives, etc.
- Recommend process improvements and innovative solutions changes relating to employee life-cycle processing.
- Prepare reports and presentations; run reports as needed to support payroll, compliance and audit needs.
- Support other HR activities to include benefits, rewards, and professional development as needed.
- Uphold HR/payroll best practices adhering to strict confidentiality requirements and protection of sensitive data.
- Ensure compliance with federal/state payroll regulations; stay current on evolving laws and best practices.
- Use metrics and models to understand and analyze current trends and predict future trends.

- Participate on committees, perform special projects, and other duties based on organizational needs.

**Qualifications:**

- Bachelor's degree in Human Resources, Business, Organizational Development or Accounting or equivalent and/or HR professional certification (APA, PHR, SPHR, SHRM-CP, SHRM-SCP) preferred; equivalent combination of experience and education may be considered with experience.
- Progressive payroll and HR experience; minimum of 2 years of progressive payroll experience preferred.
- Knowledge of federal, state and local regulations regarding all facets of payroll processing; added knowledge of office administrative procedures, human resources law and practices, and employee benefit programs.
- Advanced knowledge of various computer applications (word processing, spreadsheets, database, presentation software, ATS/HRIS – ADP Workforce Now).
- Must have high level of interpersonal skills to handle sensitive and confidential situations.
- Ability to exercise poise, tact and diplomacy; employee engagement and partner collaboration.
- Analytical ability to gather and summarize data for reports.
- Ability to multi-task in a fast paced, team focused, work environment.

**To Apply:**

Please send cover letter, resume, writing sample, salary requirements, and contact information for at least three professional references to: [humanresourcescareers@unionsettlement.org](mailto:humanresourcescareers@unionsettlement.org) .

Please indicate **HR, Payroll and Reporting Specialist** in subject of e-mail.

**Submissions without salary requirements will not be considered.**

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**