



## **Payroll & Human Resources Manager**

### **Position Overview**

This is a position within the Human Resources Department and will be responsible for Payroll Processing and Human Resource Administration in coordination with the Senior Director of Human Resources.

### ***Specific Job Duties***

- Process bi-weekly payroll using ADP Workforce Now for 100 employees.
- Benefit Administration.
- Liaison with ADP, Pentegra and Nationwide regarding payroll and 403b census.
- Assist managers and employees with time keeping.
- Maintain accurate and up-to-date human resource files, records, and documentation.
- Create and update HR policy, procedures and forms as needed as per Senior Director of HR.
- Assist with recruiting and new hire onboarding process.
- Post job positions internally and externally.
- Answer frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to Sr. Director of HR.
- Maintain the integrity and confidentiality of human resource files and records.
- Assist employees with Leave of Absence administration.
- Prepare employee verification letters and forms as needed.
- Assist with special events such as benefit enrollment.
- Perform periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Ensure Compliance Posters are posted and current in all locations.
- Perform other duties as assigned.

### **Required Knowledge, Skills, and Experience**

- Proficient with payroll management using ADP Workforce Now or other ADP Software.
- Excellent verbal and written communication skills.
- Excellent 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.

## ESSENTIAL FUNCTIONS

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### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

## COMPETENCIES

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### Integrity and Trust

- Demonstrates fair, honest and ethical behavior.
- Consistent in words and actions in all dealings
- Maintain the upmost confidentiality of all Payroll and HR related matters.

### Communication Skills – Oral and Written

- Writes in a clear, concise, organized manner.
- Listens effectively and asks thoughtful and meaningful questions.
- Expresses self in individual and group meetings to achieve results.

### Interpersonal Skills

- Acts and behaves in a manner that is caring and respectful.
- Develops a rapport and earns the respect of others.
- Works to build credibility with Inspirica's employees.

### Cultural Competency

- Demonstrates ability to work effectively across different cultures.
- Demonstrates effort to advance Inspirica's commitment to a culture fostering Diversity, Equity, Inclusion, and Belonging.

### Setting Priorities

- Prioritizes tasks.
- Organizes tasks based on current business needs.
- Minimizes priority conflicts through advanced planning.

## EDUCATION AND EXPERIENCE

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### *Qualifications*

- Bachelor's degree in related field and a minimum of 3 to 5 years of experience processing payroll through ADP using time and attendance required.
- Excellent organization and time-management skills with impeccable attention to detail.
- Ability to work independently and in a team environment.
- Ability to be flexible and handle multiple priorities at one time.

**Hours and Compensation**

Hours – 9:00AM to 5:00PM Monday through Friday

Salary \$60,000.00 to \$65,000.00

Candidates should email resume, cover letter, and writing sample (in Word format) with “Human Resources” in the subject line to: [search@InspiricaCT.org](mailto:search@InspiricaCT.org)

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