

Job Title: HR/Payroll Administrator **Employee Status:** Regular, Full-time, Non-Exempt
Department: BFHP Administration **Reports to:** HR Manager

Company Overview

Celebrating its 50th anniversary in 2020, Berkeley Food and Housing Project (BFHP) has a clearly stated mission: *to ease and end the crisis of homelessness in our communities*. Every program in each region; Alameda County, Contra Costa County, Solano County, Sacramento County, San Joaquin County and Amador County, supports this mission and everyone who works for or on behalf of BFHP understands and is dedicated to this mission and purpose. We provide supportive services to our clients, serve meals, provide emergency shelter, and place clients into permanent housing. The Agency's mission is responsive to the constituency and communities served by it and of value to the society.

Position Summary

Under supervision of the HR Manager and DOFA, the HR/Payroll Administrator assists with administration of a wide range of HR and payroll processes to ensure efficient and supportive service to all staff while maintaining scrupulous compliance with all employment and payroll laws.

Essential Duties and Responsibilities

Human Resources and Recruitment (approx. 70%)

- Assist in the design of policies, procedures, systems, and forms in order to efficiently administer HR and payroll.
- Maintain up-to-date knowledge of federal, state, and local employment and payroll laws and HR best practices.
- Maintain the HRIS system. Enter all employee changes into HRIS, including new hires, benefits elections, garnishments, direct deposit authorizations, tax withholding designations, etc. Conduct periodic internal audits to ensure completeness and accuracy of data.
- Assist with new hire onboarding by coordinating logistics and workstation setups, providing benefits enrollment and required paperwork.
- Handle all aspects of benefits administration, including enrollment, changes, terminations, COBRA. Ensure employees complete paperwork accurately and within deadlines. Ensure elections are set up in HRIS and with vendors. Assist with open enrollment process. Assist in the preparation and distribution of annual ACA reporting.
- Assist with leave administration and reporting for FMLA, CFRA, Workers' Compensation, disability, and personal leaves.
- Assist with performance management, performance evaluation, and exit process.
- Manage posting of jobs to recruitment websites, ensuring appropriate priority and timely closing. Provide Finance with receipts and coding information.
- Screen applicant resumes, conduct phone screening interviews, schedule interviews, and perform reference checks. Coordinate various pre-employment testing.
- Set up and maintain paper and electronic HR files, including personnel files.
- Assist with preparing and analyzing reports to aid internal decision-making.

- Assist with periodic external audits.
- Participate in adhoc projects, such as process improvements and system implementations.
- Respond to EDD inquiries and employment verifications.
- Performs other duties as assigned.

Payroll (approx. 30%)

- Review all timesheets on a biweekly basis, making necessary corrections and communicating with employees and supervisors to ensure accuracy and compliance with organizational policies and employment laws.
- Process biweekly payroll and conduct initial review of results to ensure accuracy of payments and coding. Route all forms, timesheets, and backup for calculations to Accounting Manager for final review. Ensure payroll is submitted within established deadlines.
- Troubleshoot payroll anomalies, work with payroll vendor to identify and rectify problems. Escalate complex problems to HR and Accounting Manager.
- Calculate and enter any adjustments for retroactive pay or benefits deductions. Enter employee reimbursements for payment through payroll. Assist with calculation and processing of payroll adjustments in accounting system.
- Package paychecks and statements for distribution to Program Managers; coordinate pickup or overnight mail service.
- Complete manual checks as necessary, including final paychecks, severance, or legal payments, within required deadlines.
- Maintain payroll files in audit-ready condition, ensuring every transaction is authorized and documented.
- Assist in training new staff on timesheet procedures.
- Assist with preparation and distribution of annual W-2s.

Qualifications, Skills and Abilities

- High school diploma or GED (AA or BA, preferred).
- 3-5 years of general human resources and payroll experience preferred.
- Working knowledge of federal, state, and local employment and payroll laws and best practices in HR.
- Prior experience with HRIS and payroll systems (One Point preferred), Microsoft Office Suite, and email, internet, and calendaring applications.
- Ability to handle confidential employee information with discretion and good judgment.
- Excellent interpersonal and communication skills, ability to interact positively and professionally with all levels of staff, clients and vendors.
- Ability to analyze problems, gather information, assess alternatives, and develop solutions.
- Excellent time-management skills; ability to manage multiple responsibilities and meet deadlines.
- Excellent attention to detail and ability to work in an environment with constantly changing priorities.
- Ability to work independently; self-motivated to follow-up and follow-through with tasks.

- Excellent organizational skills; ability to manage space, files, paper, and data to ensure efficient access to documentation.
- Ability to maintain professional conduct, attitude and appearance at all times.

Special Requirements

Must have a valid driver's license and clean DMV record. Must be able to obtain background check clearance.

Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands and fingers to handle, feel, or operate objects, tools or controls, and reach with hands and arms; frequently required to stand, walk, sit, climb stairs, talk, hear, and see clearly; may be occasionally required to stoop, kneel, or crouch. Must be able to lift and/or move up to 15 lbs.

I have received a copy of my job description and understand all of my responsibilities.

Staff Signature

Date