

Care Partner Role Description for:

Human Resources Payroll Coordinator

Position Summary:

Reports directly to the Executive Director. Manages payroll system and runs bi-weekly payrolls, performs many HR related duties including reference checks, new hire paperwork, and benefit related functions. Interacts regularly with Controller for reporting purposes. Drives periodically on off-site errands. Performs other job-related duties as deemed necessary by the Executive Director.

Key Duties and Responsibilities:

1. Payroll
 - a. All payroll entry and processing
 - b. Maintains payroll database
 - c. Processes bi-weekly pay-run from gathering time data
 - d. Prints occasional checks
 - e. Disburse W-2's
2. Human Resources
 - a. Understands and completes HR and benefits related paperwork.
 - b. Ensures each center has a current new hire packet in the event the Dir. of HR is sick or on vacation.
 - c. Facilitates monthly enrollments, terminations, or other changes in employee benefits.
 - d. Answers general employee questions about benefit plans.
 - e. Sets up appointments with all new employees and completes new hire paperwork.
 - f. Maintains COBRA and FMLA over-site.
 - g. Is an active member of the Safety Committee/Risk Management meetings.
 - h. Ensures that all employee files at all locations are up to date and meet state licensure requirements.
 - i. Ensures at least 1 person in the organization is capable of facilitating payroll in the event the Director of HR is unavailable.
 - j. Oversees new employee orientation that promotes company culture, emphasizing quality, continuous improvement, and high performance.
 - k. Works cohesively with all company directors to ensure smooth employee relationships.
 - l. Keeps abreast of salary and benefits making ACS a competitive company to work for.
 - m. Identify and manage training and development needs for employees.
 - n. Develop and implement human resources policies and procedures.
 - o. Ensures compensation and benefits are in line with company policies and legislation.
 - p. Benchmark compensation and benefits.
 - q. Leads Employee Recognition Program.
 - r. Handles employee complaints, grievances, and disputes.
 - s. Administers employee discipline processes.

- t. Conducts exit interviews.
 - u. Maintains the human resource information system and employee database
 - v. Coordinates employee safety, welfare, and wellness
 - w. Maintains knowledge of legal requirements and government reporting regulations affecting HR functions
3. Serves as a member of the Adult Care Services Team.
 - a. Completes other duties as assigned by supervisor.
 - b. Attends and participates in scheduled meetings.
 - c. Acts independently and takes initiative to meet company needs.
 - d. Takes initiative in problem solving to enhance operations.
 - e. Participates in system wide meetings as required.
 - f. Attends community and association meetings as directed by the Executive Director.
 4. Adherence to Policies and Procedures.
 - a. Reviews policies and procedures.
 - b. Demonstrates knowledge of ACS policies and operations.

Education

High school diploma or equivalent. Bachelor's Degree in Human Resources or three years of equivalent experience preferred. Professional in Human Resources (PHR) Certification preferred.

Other Requirements

Must be very comfortable with computers, having work experience with Payroll Systems and Microsoft Office applications. Must have knowledge of general payroll policies & procedures; should have knowledge of general HR and benefits concepts. Must have good mathematical skills. Must be able to type with proper spelling and punctuation, and be able to communicate well with others. High organization and planning, problem solving, judgment, critical thinking, and communication skills are required. Confidentiality and integrity a must. Must maintain current and clean AZ Driver's license Fingerprint clearance card and TB test.

Acceptance and Understanding:

Care Partner Signature

Date

Director of Human Resources							
PHYSICAL DEMANDS							
Physical Activity marked with an "X" where applicable				<u>Never</u>	<u>Occasionally</u>	<u>Frequent</u>	<u>Constantly</u>
Walking					X		
Sitting						X	
Standing					X		
Reaching	Shoulder Height				X		
	Above Shoulder Height				X		
	Below Shoulder Height				X		
Climbing				X			
Pulling/Pushing	25 lbs or less			X			
	Over 50 lbs			X			
Lifting	25 lbs or less				X		
	25 to 50 lbs				X		
	Over 50 lbs			X			
Carrying	25 lbs or less				X		
	Over 50 lbs			X			
Crawling/Kneeling				X			
Bending/Stooping/Crouching					X		
Twisting/Turning						X	
Repetitive Movement						X	

Physical Exposure marked with an "X" where applicable

Unprotected Heights				X			
Lighting	Dim			X			
		Bright				X	
Mechanical Hazards					X		
Hazardous Substances				X			
Infectious Diseases				X			
Harmful Physical Agents	Heat			X			
		Cold		X			
		Radiation		X			

Never = Never

Occasionally = 1 to 33%, or 1 to 2 hours of an 8 hour shift

Frequently = 34 to 66%, or 2.5 to 5.5 hours of an 8 hour shift

Constantly = 67 to 100%, or 6 to 8 hours of an 8 hour shift

<u>Physical Ability</u>	<u>Acceptable Minimum</u>					
Vision		Good	X	Poor		Blind
Color Vision		Normal	X	Impaired		
Hearing		Normal	X	Moderate Loss		Deaf
Manual Dexterity	X	Good		Fair		Poor
Talking/Speech	X	Good		Fair		Mute
Taste/Smell		Good	X	Fair		Mute

WORK ENVIRONMENT

Primarily works in Assisted Living residence. May accompany residents on outings.

The above statements are intended to describe the general nature and level of work performed. They are not intended to be construed as an exhausted list of responsibilities, duties, and skills required of personnel so classified.

Adult Care Services

HR/Payroll Job Description

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