

Payroll/Human Resources Administrator

Contract Part Time Position: (2-3 days a week on average for 3 months). Flexibility on days and % of time spent remote/in office. This position can turn into a full-time position with opportunity for growth for the right candidate.

Location: Westbury, NY

Compensation: Based on Experience

Job Summary

We are searching for a knowledgeable Payroll/Human Resources Administrator to process and manage the company's payroll and perform various human resources duties. You will be required to use our payroll software with accuracy and efficiency as well as maintaining HR records/document, manage and administer company benefits, onboard new employees, and assisting in recruiting. Our ideal candidate can juggle various administrative tasks in a timely manner, is good with numbers and can be trusted with sensitive information. Great communication skills to interact with colleagues and executives is required.

Job Requirements

- Processes company's payroll every pay period
- Maintains payroll processing system and records by gathering, calculating, and inputting data
- Computes employee take-home pay based on time records, benefits, and taxes
- Answers staff questions about wages, deductions, attendance, and time records
- Receives and coordinates requests for leave and other absences
- Handles changes in exemptions, job status, and job titles
- Adheres to payroll policies and procedures and complies with relevant law
- Identifies, investigates, and resolves discrepancies in timesheet and payroll records
- Honors confidentiality of employees' pay records
- Performs the distribution of wages through issuance of paper checks or direct transfers to employees' bank accounts
- Organize and maintain personnel records
- Responsible for various administrative tasks such as but not limited to (offer letters, reference checks, background checks, etc.)
- Manage and administer benefits
- Onboard new employees
- Assist in the recruitment and retention of employees
- Various other payroll and HR administrative tasks as required

Qualifications

- Proven work experience in Payroll Processing and Human Resources
- Excellent organizational skills, with an ability to prioritize important projects
- Strong phone, email and in-person communication skills
- Ability to maintain confidential information

Contact: betsy@SageStrategicHR.com if you are interested in the role with a copy of your resume.

We are proud to be an Equal Employment Opportunity Employer, making decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran status or any other protected class.