



Job Description

Job Title: Payroll Clerk/HR Assistant
Reports To: Associate Director
Program: Human Resources

JOB SUMMARY

Under the supervision of the Associate Director, the Payroll Clerk/HR Assistant for the Human will process payroll and assist with all Human Resources matters that include a variety of confidential and administrative duties for the department. Performs other related duties as assigned.

PRIMARY DUTIES AND RESPONSIBILITIES

- Process & prepare payroll for center employees.
- Separate all payroll checks by department and prepare for distribution to employees.
- Prepare and process necessary information for payment of payroll taxes after each payroll
- Process direct deposit 48 hours prior to pay date.
- Print and file all payroll reports
- Responsible for processing W-2's at year end.
- Monthly/Quarterly roster in Excel
- Provides clerical support in all assigned areas of Human Resources processes and procedures as identified by the Human Resources Generalist.
- Provide coverage for Human Resources Administrative Assistant in their absence.
- Answer Human Resources/Associate Director phone lines when needed.
- Acts as a liaison with other departments and outside agencies, while maintaining confidentiality and professional ethics in accordance with agency policy and procedures.
- Functions as an effective team member, and on a moderately independent basis, on special nonrecurring and ongoing projects.
- Assist in the monitoring and tracking to help assure all needed approvals are secure for request for all leave time.
- Assist with the logging and tracking of all trainings of the employees to ensure compliance with applicable laws and licensing regulations.
- Responsible for the monthly Medicare/Medicaid checks per licensing regulations.
- Responsible for all department filing.
- Responsible for the coordination and distribution of the Harvest Program food donations.
- Assist with coordination of special events.



Scan QR code to
apply online

Northeast Community Center for Behavioral Health



EDUCATION, EXPERIENCE AND ABILITIES

- High School Diploma/GED, plus relevant work experience.
- Well-developed problem-solving and critical thinking skills.
- Strong professional work ethic.
- Ability to work on a moderately independent basis, as well as an effective team member.
- Computer software skills are required.

EMPLOYEE SIGNATURE:

DATE:

PRINT NAME: