Payroll and Accounting Assistant (part-time)

Responsibilities

- Facilitate new hire process, administer benefits, and coordinate the administration of HR processes;
- Work closely with Director to provide guidance and assistance on HR matters including hiring, onboarding, payroll, etc.;
- Reviews each payroll, payroll changes and update in ADP;
- Performs all data entry into ADP WFN system;
- Maintain all employee records, enrollment, documentation, and the day to day activities related to benefits, 403b, leaves, and employee lifecycle transitions;
- Coordinate with outside accounting firm to process check requests, reimbursements for staff and uploading of statements;
- Respond to HR, payroll and benefits related questions by staff, faculty and students;
- Stay informed and updated on new regulations, policies and procedures;
- Other duties as assigned.

Qualifications

- Passion for the mission of Pacific School of Religion;
- BA/BS degree preferred;
- 2-3 years of work experience including in human resources, payroll and administration;
- Highly competent with web-based payroll and accounting systems, preferably ADP Workforce Now, accounting software, and Expensify.
- Working knowledge of HR best practices, policies, procedures and federal and state laws;
- Excellent organizational and prioritization skills and ability to complete tasks independently and efficiently within a team;
- Dedicated team player with a customer-service approach, friendliness and ability to build relationships;
- Ability to work independently and provide for high-quality, timely, and effective results;
- Strong project management skills: planning and organizational skills to guide, develop, and document systems and processes;
- Strong computer skills, including MS Office Suite (Word, PowerPoint, Excel) and ability to quickly navigate data sets from multiple systems to identify errors or missing data;
- Proven ability to handle confidential data and information;
- Ability to effectively communicate and positively interact with people both internal and external to the organization.
- Able to work and think independently, keep information confidential, work in a highly organized, efficient, and detail-oriented manner.
- Demonstrates an awareness and sensitivity to the needs and concerns of individuals from diverse cultures, backgrounds and orientations.
- Contributes to the creation of a diverse, equitable and inclusive work culture that encourages and celebrates differences.
PSR is an Equal Opportunity Employer. Believing that diversity contributes to academic excellence and to rich and rewarding communities, PSR is committed to recruiting and retaining a diverse faculty, staff and student body. We seek candidates, particularly those from historically under-represented groups, who work furthers diversity and who bring to campus varied experiences, perspectives, and backgrounds. www.psr.edu

https://psr.edu/payroll-and-accounting-assistant-part-time/

Please email cover letter and resume to blee@psr.edu. No phone calls please.