
POSITION TITLE: Human Resource - Payroll Assistant

POSITION OBJECTIVE

To support Big Bend Community Based Care with the payroll and human resource processes.

ESSENTIAL FUNCTIONS

Provide direct support to the HR Department for payroll and human resource functions. Position requires ability to assist HR Department with payroll and human resource functions.

- Processes payroll utilizing resources provided by BBCBC 3rd party payroll leasing service, including calculating timesheets and verifying leave accruals as well as inputting data for semi-monthly payroll processing.
- Distribution of checks and reports.
- Assist with maintaining employee and payroll data; including processing paperwork for new hires, personnel changes, personnel terminations and other employee/payroll data.
- Assist with maintaining accurate and complete payroll and personnel files and records.
- Assist with conducting BBCBC's recruiting and selection process, including conducting background and reference checks and processing new hire paperwork.
- Assist with compiling and maintain records for use in the employee benefits administration.
- Assist with coordinating benefit enrollment for staff and the annual open enrollment process.
- Assist with coordinating employee performance evaluation process with supervisors.
- Assist with coordinating/conducting employee exit interviews as needed.
- Deposit checks daily using the Remote Data Capture (RDC) machine.
- Record weekly cash receipts and semi-monthly payroll into Accounting System.
- Serve as backup for Receptionist as needed for telephone and front desk coverage and mission critical job functions (i.e. phone, front door, mail, conference room scheduling.)

This list of essential functions is not intended to be exhaustive. Big Bend Community Based Care reserves the right to revise this job description as needed to comply with actual job requirements.

PERFORMANCE MEASURES

Performance Measure	Target	Report Period
BBCBC and NWF semi-monthly payroll processed to ensure employees are paid timely		Semi-monthly
BBCBC and NWF maintain employee filing system to be in compliance with DCF Requirements		Annually

MINIMUM QUALIFICATIONS

Required

- High School diploma or GED equivalent
- Proficiency in word processing and spreadsheet software

Preferred

- Previous experience with automated payroll/HR systems
- Associate degree in Business, Accounting or related field

Skills

- Ability to work independently and set priorities
- Ability to maintain confidentiality of sensitive data
- Strong interpersonal and customer service skills
- Time Management and organizational skills
- Ability to speak, read and write English at the college level
- Ability to work in a multitask environment
- Strong analytical and problem solving skills
- Strong written and verbal communication skills
- Time management and organizational skills

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee's Signature

Supervisor's Signature

Date

Date