

JOB DESCRIPTION

Job Classification: Payroll & HR Assistant

Reports to: Controller

Supervises: None

Last reviewed: September 2026

POSITION PURPOSE:

The Payroll and HR Assistant supports the health center by performing payroll administration, personnel onboarding and record management, benefits coordination, and compliance reporting. This position also assists with general ledger payroll entries, account reconciliations, and cross-training with accounting functions to ensure continuity of operations.

The role ensures accurate and timely payroll processing, maintains employee records, supports HR compliance activities, and assists the Controller and CHRO with reporting, audits, and special projects.

MINIMUM QUALIFICATIONS:

Experience: Three years' payroll or HR experience required. Healthcare experience preferred. Experience with HRIS systems, payroll processing and employee record management strongly preferred.

Equipment/Skills: Proficiency with HRIS platforms, Microsoft Office. Must be able to calculate figures and maintain accurate documentation. Experience with Paycom system preferred.

Education: Associates or Bachelors degree in Business, Accounting, Human Resources, preferred.

Licensure/Certification: None required. Payroll certification or HR Certification preferred.

Physical demands: Ability to physically perform the functions of the job, including sitting, standing, walking, lifting, carrying, bending, and reaching with or without reasonable accommodation.

Status Classification: Hourly

Remote Work allowed: Hybrid schedule (minimum of 4 days in-office, up to 1 day remote per week, subject to organizational needs and supervisor approval)

JOB RESPONSIBILITIES:

Payroll Duties:

- A. Maintains employee payroll records including earnings, deductions, tax information, health insurance premiums, retirement contributions, accrued benefit balances, labor distribution, garnishment data, time clock information, voluntary or elective benefit deductions.
- B. Reviews and validates semi-monthly payroll timecards to ensure accuracy and compliance.
- C. Process semi-monthly payroll, complying with federal and state regulations and company policies.

- D. Ensures compliance with state and federal regulations for all payroll filings; including but not limited to quarterly tax reports, family medical leave reports, garnishment filings, tax deposits, annual W-2 Forms, annual ACA 1095c and 1096 forms, etc.
- E. Prepare payroll related internal reports as needed to meet grant requirements, pay for performance programs, compliance, and retirement eligibility.
- F. Updates retirement program, on our TPA/Recordkeepers web system, for eligibility of employees and terminated employees.
- G. Reconciles payroll earnings and deductions to the general ledger each month.
- H. Reconciles payroll earnings and deductions to outside vendor invoices; including health benefits, voluntary benefits, and retirement contributions.
- I. Assist with annual payroll filings including W-2s, ACA forms and reviewing accuracy of garnishment filings, and quarterly tax reports.
- J. Audits and processes all employee reimbursements, including travel reimbursements, with appropriate business receipts.
- K. Support employee payroll inquiries.

Human Resources Support

- A. Assist with offer letters, collecting required documentation, and setting up HRIS profiles.
- B. Maintain accurate and confidential personnel files in compliance with state and federal regulations.
- C. Coordinate open enrollment benefit enrollments, changes, and terminations.
- D. Document the credential and privileging workflow and process, act as back-up as needed for credentialing and privileging. Track employee certifications and licensure.
- E. Act as back to HR Assistant with recruitment tasks such as job postings, screening applications, and scheduling interviews.
- F. Serve as the primary resource for HR and payroll reporting and analytics. Develop, maintain, and distribute routine and ad hoc reports; analyze workforce and payroll data; identify trends,
- G. Perform employee offboarding tasks, including exit documentation, and termination processing.
- H. Support employee HR/Payroll inquiries
- I. Assist with other HR activities as assigned (less than 5% of duties)

General Accounting Support

- A. Assist with payroll related general ledger entries and month-end reconciliations
- B. Processes employee benefit payments using online portals and enters the payments into the accounting system.
- C. Support tracking of accrual accounts and prepaid expenses.
- D. Assists the CFO with preparation of the annual financial audit, 401k retirement audit, internal audit, and other such functions that the CFO deems appropriate.

Compliance & Reporting

- A. Ensures compliance with federal and state regulations for payroll and timekeeping, HR documentation, and employment practices.
- B. Maintains accurate vendor listings related to payroll and HR functions, including verification for exclusion and debarment.
- C. Support leadership in compliance reporting and monitoring for time and attendance.

Other Accounting Duties:

- Cross-trains with finance and HR staff to ensure coverage of essential functions.
- Performs other related duties as assigned. Standards:
 - Follows guidelines established at time of assignment.
 - Accepts assignments willingly.
 - Prioritizes workload to ensure timely completion of assignment.
 - Asks appropriate clarifying questions relative to scope of assignment.

ACKNOWLEDGMENT:

I have read and understand the above Job Description and agree with it.

Employee Signature

Date

Supervisor Signature

Date