

Part-time Human Resources Coordinator

Do you have an interest in helping others grow by supporting them behind the scenes? Do you like to solve problems and have an eye for detail? Join our team at The Hub...on Smith and help celebrate, embrace, and serve older adults for the betterment of our community.

**About Us:**

The Hub on Smith provides comprehensive services that promote independence, quality of life, and dignity. We collaborate closely with our community to ensure that those we serve receive the best possible care, support, and resources.

**What We Offer:**

* A caring, mission-driven community
* Competitive salary with a potential starting rate off $18.00/hour (DOE)
* Opportunity for professional growth and development
* Competitive salary with a potential starting rate off $18.00/hour (DOE)
* Flexible Work Schedule

**About the Position**

The Human Resources Coordinator is a key member of the administrative team, responsible for supporting all aspects of human resources, including recruitment, onboarding, payroll processing, employee relations, and compliance with state and federal labor laws. This position is ideal for someone who is meticulous, enjoys working in a collaborative environment, and is passionate about improving the lives of seniors.

Apply today to become part of The Hub on Smith team and help make a difference!

For more information and to apply please visit our website at [www.thehubsheridan.org](http://www.thehubsheridan.org) or you can submit your cover letter, resume and application to tburt@thehubsheridan.org.

Warm Regards,

Taisshia Burt

Director of Human Resources

**JOB DESCRIPTION**

**Title:** Human Resources Coordinator

**Location:** 211 Smith Street, Sheridan, WY 82801

**Reports to:** Director of Human Resources

**ESSENTIAL JOB FUNCTIONS**

**Payroll**

* Enters and verifies employee profile set up in ADP.
* Responsible for processing semi-monthly payroll accurately
* Verifies employee’s benefit deduction totals, accruals, and reconciles benefits statements ensuring accuracy.
* Prepares payroll reports using payroll/HRIS system for HR and audit purposes.
* Works closely with Program Directors and Managers to resolve issues related to payroll and benefits.

**Clerical Support & Document**

* Assists Director of Human Resources with clerical duties and special projects
* Maintains an organized payroll filing system.
* Responsible for maintaining archive documents per retention policy for Human Resources Departments

**Policy Implementation**

* Ensures that payroll-related HR policies and procedures governed by the handbook are implemented.
* Recommends changes if a policy does not function well in practice.

**Documentation**

* Maintains written job function procedures related to position.
* Complete construction of Board Meeting packets as assigned.
* Other duties as assigned by the Senior Leadership Team

**Knowledge, Skills, and Abilities**

* Knowledge of payroll processing, benefits administration, and compensation structures,
* Coachable with a willingness to learn and adapt to a changing workflow.
* Exceptional computer skills, including Excel and Microsoft Office
* Ability to handle and prioritize multiple tasks, work independently, meet deadlines, and produce accurate work.
* Detail-oriented and organized.
* Effective communication, both orally and in writing
* Strong people skills and the ability to communicate effectively with a diverse group of people.

**Physical Demands**

* Must be able to remain in a stationary position at least 50% of the time.
* Must be able to move about inside and outside of the office to access filing cabinets, personnel, and visit organizational sites.
* Must be able to communicate and exchange accurate information and ideas in a way others can understand in all situations.
* Must be able to observe detailed information at close range.
* Primarily operates computer and other office machinery such as calculators, copy machines, and printers.
* Must be able to transport items weighing up to 30lbs between organizational sites for various needs.
* Constantly positions self to maintain files in filing cabinets.
* Occasionally works in various outdoor weather conditions to visit organizational sites.
* Occasionally ascends/descends flights of stairs to service filing system.

**Minimum Qualifications**

* Experience in HR, preferably in a non-profit or healthcare setting
* The ability to regularly lift 30lbs.

*Note: Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. Senior Citizens Council is an equal opportunity provider and equal employment opportunity and at-will employer.*