

# HR Payroll Assistant

## (Part-time 20 hours/week)

This position is responsible to assist the HR Generalist with administrative support primarily focused on payroll processing and other bookkeeping tasks in conjunction with the Business Office. S/he will assist with a variety of detail-oriented tasks such as time-sheet collection, file maintenance and tracking employee evaluations

### **Duties and Responsibilities:**

- Collect, alphabetize timesheets in preparation for payroll processing
- Preparation and data entry of payroll transactions.
- Record Benefit time reported on timesheets
- Process bi-weekly payrolls
- Filing of HR/bookkeeping and computer records.
- Assist with Employee File maintenance and evaluations
- Research and compilation of historical data as needed.
- Light word processing and typing tasks as needed.
- Perform other HR/Business Office-related tasks as assigned.

### **Job Qualifications:**

1. 21 years of age or older.
2. High school diploma or equivalent.
3. Must have payroll/bookkeeping experience
4. Proficient in general office responsibilities
5. Be flexible, organized and detail-oriented
6. Mature, loyal and responsible individual.
7. Proficient computer skills including accounting software data entry, spreadsheets and word processing
8. Must accept and affirm a Judeo-Christian world view in both personal and professional life. This affirmation includes agreement with the Cedar Ridge statement of faith, the personal practice of spiritual disciplines, and behaviors consistent with traditional moral values
9. Must pass a detailed background investigation.