



Payroll and Benefits Coordinator

The Stroum Jewish Community Center (SJCC) is a non-profit agency dedicated to enriching the lives of people in the Jewish and general community of Greater Seattle. Our organization is community focused, and our staff consists of driven, team-oriented individuals. We have an immediate opportunity for a Payroll and Benefits Coordinator to join our team!

This individual will maintain the payroll records and employee personnel files, gather internal payroll and benefits information, communicate with benefits and payroll providers to add and delete participants, and compile reports as needed. We are looking for someone who is highly organized, with strong attention to detail, and excellent communication skills.

RESPONSIBILITIES:

- Process the organization's semi-monthly payroll and compile payroll data to maintain accurate records and reporting.
- Prepare and issue paychecks.
- Audit payroll information and personnel files.
- Develop, update, issue and maintain payroll and benefit forms.
- Process and analyze payroll and employee expenses.
- Maintain and audit staff vacation, sick and paid time off balance schedules.
- Update all salary and benefit information.
- Prepare reports of headcount, earnings, taxes, deductions and other payroll elements.
- Prepare and review all employee status changes and make appropriate updates to payroll and benefits.
- Perform related duties as necessary: background checks for all new hires, verifications of employment and unemployment claims.
- Provide new hire orientation for all benefit information to all eligible staff.
- Assist with the annual benefits open enrollment process.
- Update benefit information in the payroll and benefit systems annually.
- Assist staff on resolving any issues related to insurance or other benefits.
- Other duties as assigned by supervisor.

REQUIREMENTS:

- Associate's degree (A. A.) or equivalent from two-year College or technical school in Accounting or Finance.
- 3-5 years' experience in payroll and benefits processing.
- Advanced knowledge of ADP payroll software, required.
- Working knowledge of Microsoft Office Suite including proficiency with Excel and Outlook.
- Must be able to complete tasks accurately and timely with minimal supervision.
- Must have strong verbal and written communication skills.
- Must have proven ability to maintain confidentiality.

HOW TO APPLY:

Applications are accepted using our online application process only. Please go to <https://careers-hrpsi.icims.com/jobs/1831/payroll-and-benefits-coordinator/login> to start the online application process.

The Stroum Jewish Community Center is an equal opportunity employer.