

# JOB DESCRIPTION

# HIGH DESERT MUSEUM

## POSITION

<b>JOB TITLE:</b>	Payroll & HR Specialist	<b>REPORTS TO:</b>	Accounting Manager
<b>DEPARTMENT:</b>	Administration	<b>SUPERVISES:</b>	n/a
<b>CLASSIFICATION:</b>	Full-time, exempt	<b>SALARY RANGE:</b>	\$47,000+ DOE

## JOB SUMMARY

The Payroll & HR Specialist is responsible for payroll management, benefit administration, employee/volunteer onboarding, safety coordination, and general HR administration.

## ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

<b>45%</b>	<b>Payroll Management</b> <ul style="list-style-type: none"><li>• Work with third-party payroll service to process semi-monthly payroll for hourly and salaried employees including reporting of taxes and benefits; quarterly and year-end reports, managing benefits including multiple insurances, 403(b) calculations, flexible spending accounts, etc.</li><li>• Oversee payroll processing software, to include employee and manager training</li><li>• Collaborate with accounting team for payroll reconciliation and accounting entries</li><li>• Maintain a current working knowledge of all state and federal wage and hour laws</li></ul>
<b>15%</b>	<b>Benefit Administration</b> <ul style="list-style-type: none"><li>• Serve as primary liaison with health insurance broker and healthcare providers regarding employee insurance options and educate staff on available benefits during annual renewal and hiring</li><li>• Point of contact and museum resource for unemployment benefits, retirement plans, flexible spending programs, medical expense reimbursement plan, etc.</li><li>• Field employee questions related to paid and unpaid leave options and procedures</li></ul>
<b>10%</b>	<b>Employee and Volunteer Onboarding</b> <ul style="list-style-type: none"><li>• Oversee employee and volunteer onboarding process</li><li>• Set up accounts in payroll and volunteer management software solutions and train users</li><li>• Coordinate with supporting departments to ensure resources are in place for incoming employees and volunteers (computer/email/software access, keys, nametags, membership accounts, etc.)</li><li>• Plan employee and volunteer orientation by collaborating with the People &amp; Culture Coach and the Visitor &amp; Volunteer Engagement Curator</li><li>• Oversee termination process (collection of museum property, final pay, required paperwork, etc.)</li></ul>
<b>15%</b>	<b>Safety and Compliance Coordination</b> <ul style="list-style-type: none"><li>• Coordinate Safety Committee meetings, to include calendar and agenda distribution, minutes, etc.</li><li>• Serve as liaison for workers compensation program</li><li>• Investigate accidents/incidents and prepare reports for insurance carrier</li><li>• Maintain emergency preparedness plan and oversee regular training for employees</li><li>• Coordinate employee safety training</li></ul>
<b>15%</b>	<b>Human Resources Administration</b> <ul style="list-style-type: none"><li>• Maintain personnel files</li><li>• Update employee and volunteer handbooks as necessary</li></ul>

## ADDITIONAL DUTIES

- Assist with museum-wide events, such as Free Days, fundraising gala, etc.
- Other duties as assigned

## QUALIFICATIONS

EDUCATION/ CERTIFICATIONS
EXPERIENCE
SKILLS/ ABILITIES
PHYSICAL ELEMENTS
EQUIPMENT USE

- Two years of college level business/accounting courses
- Bachelor’s Degree in related field is preferred
- Three years of progressively responsible experience with payroll processing
- Experience with third-party payroll services, preferably with Paycor
- Involvement in human resource administration
- Proven track record of managing detailed processes and/or schedules
- Experience with employee or volunteer databases
- Thorough understanding of payroll compliance and related labor law issues
- Ability to read, analyze, and interpret complex documents
- Demonstrated ability to use judgment and discretion in confidential matters and to respond effectively to sensitive inquiries and complaints
- Proficient in Microsoft Excel, Outlook, and Word
- Outstanding oral and written communication skills
- Desire and ability to create and maintain excellent working relationships and provide outstanding customer service to coworkers, the public, and other professional contacts
- Strong attention to detail, analytical skills, and a natural aptitude for working with financial data
- Ability to manage multiple projects simultaneously, make independent decisions as needed, and to prioritize time effectively
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- This position involves extended periods of seated or standing desk work
- Frequent computer and phone use

**ACKNOWLEDGMENT**

*I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.*

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date