



POSITION ANNOUNCEMENT HR AND PAYROLL SPECIALIST

Vera House, Inc. is a human services agency providing comprehensive domestic and sexual violence prevention and intervention services.

The HR and Payroll Specialist position will handle the day to day activities of the personnel and payroll matters of the Agency.

Responsibilities:

- Maintain personnel files in compliance with applicable legal requirements
- Keeps employee records up to date by processing employee status change forms in timely fashion
- Responds to employee inquiries in timely manner regarding payroll and benefits information and trouble shoots in an attempt to resolve employee payroll and benefits concerns
- Manages entries in benefit provider websites
- Process bi-weekly payroll and ensure all worked hours are accounted for and respond to employee payroll questions and facilitate resolution to paycheck errors
- Assist with the onboarding process including processing and collection of required employment paperwork, background checks and benefits information, ensuring new hires have access to HRIS/Payroll, review employee handbook with new hires
- Process benefit enrollments and terminations and respond to employee benefit related questions and resolve benefit related issues as they arise
- Adhere to all Vera House policies, procedures and safety protocols
- Ensure that all services are maintained in accordance with the Agency's mission and goals
- Ensure a warm and welcoming environment to all visitors

Qualifications:

- Knowledge of domestic and sexual violence including elder abuse
- Bachelors' degree in human resources or related field preferred or combination of equivalent education and experience

- Prior payroll, benefit administration, HRMS systems and onboarding experience preferred
- Strong proficiency with Microsoft Office Suite, payroll systems and HRIS. Experience with ADP preferred
- Ability to work effectively in a crisis orientated setting with diverse individuals
- Strong interpersonal skills with ability to work with people at all levels of an organization
- Effective oral and written communication skills
- High level of skill in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality
- Highly organized and detail orientated
- Strong Customer focus and great team player
- Ability to adapt to demanding situations and work well under pressure
- Understands and values racial equity as an organizational operating principle and is committed to continued learning on issues related to race, equity, diversity and inclusion.

Salary Range - \$39,000-\$42,000 annually

Bilingual/bicultural candidates are encouraged to apply. Vera House is an Equal Opportunity Employer. Positions will be open until filled.

Interested candidates should submit a resume and cover letter to:

**Hiring Manager
Vera House, Inc.
723 James Street
Syracuse, NY 13203
E-mail: jobs@verahouse.org
NO PHONE CALLS PLEASE**