



Payroll & Human Resources Specialist

West End Neighborhood House, Inc. is seeking a Payroll and Human Resources Specialist to work closely with the CFO of West End Neighborhood House as support for the accounting of the parent organization and two subsidiaries.

Job Responsibilities:

- Oversee the entire payroll process including accurately and timely preparation and processing of biweekly payroll using Paychex Flex. Prepare scheduled payroll reports and ad hoc reports on request. Contact Paychex to resolve issues.
- Maintain, manage and update personnel files for new hires, terminations, employee deductions, garnishments, status changes, direct deposit, tax changes, time sheet data and pay rate changes in a timely manner.
- Assist employees with payroll system access, payroll and benefit questions, trouble-shoot online input of time sheets.
- Submit monthly, quarterly, and annual payroll tax returns as required including distribution of W-2's, 1095-C's.
- Review and ensure company compliance with federal, state, local laws and regulations pertaining to payroll.
- Create and maintain the integrity and confidentiality of personnel files and records. Maintain archive of past personnel files.
- Support the ongoing review of payroll processes to reflect best practices.
- Timely process benefit enrollments for new hires and deletions of terminated employees.
- Confirm that monthly invoices for benefits accurately reflect adds/drops in a timely manner.
- Prepare timely and accurate 401k deposits.
- Complete requests for verifications of employment and state unemployment claim requests.
- To assist, when necessary, with the processing of accounts payable checks biweekly in Sage 50 Accounting Software.
- Work cooperatively with other members of the accounting department and the agency.
- Performs other related duties as required and assigned.

Knowledge, Skills and Abilities and Minimum Qualifications:

- Must have strong computer skills including proficiency with Microsoft Excel and Word.
- Proven time management skills with the ability to multitask, prioritize, and maintain deadlines in a fast-paced environment.
- Strong analytical and problem solving skills including the ability to recognize and resolve issues.
- Attention to detail.
- Excellent written and verbal communication and interpersonal skills.
- Ability to maintain confidentiality and discretion when handling sensitive information.
- At least three (3) years of experience demonstrating payroll proficiency.
- Ability to work well both alone and as part of a team.
- Continued commitment to quality.
- Position is on-site with plans to go partially remote.
- Associate Degree preferred.

Benefits:

- Employer contribution to 401k no employee match required
- Health Insurance with Health Reimbursement Account paid by employer
- Dental Insurance
- Vision Insurance
- Employer sponsored Life Insurance
- Flexible Spending Account
- Generous Paid Time Off
- AFLAC/Colonial products available
- Paid Holidays

West End Neighborhood House is a cutting edge not for profit with over 100 years of history making social impact in the community. WENH is an equal opportunity employer. Please visit our website at westendnh.org to learn more about West End Neighborhood House.