

Texas Boll Weevil Eradication Foundation, Inc.

Job Description

Job Title Human Resources & Payroll Coordinator	Service Location Headquarters Office
FLSA Class Non-Exempt	Job Status Regular
Reports To Chief Financial Officer & Human Resources Director	
Job Type Neither Supervisory or Management	

Job Summary

Clerical position working in the Human Resources & Payroll Department in Abilene Headquarters office to support the operation of the eradication program. Functions include administering on-the-job injuries, Workers Compensation, OSHA recordkeeping, FMLA information, medical leave follow-up, poster regulations, I-9 reviews, employment verifications, drug, alcohol and cholinesterase testing programs, insurance benefits, EEOC claims, annual training and compiling HR manuals and forms. Assists in coordinating other HR functions related to alcohol and drug testing, reconciliation of UMC billing, annual leave eligibility letters, and annual evaluation performance reviews.

Job entails accurately processing, recording and documenting payroll and related transactions in compliance with Foundation policies; reconciling and analyzing accounts; supporting internal and external audits; researching and resolving payroll issues; maintaining critical reference files and completing assigned projects.

Essential Duties

Human Resources

- Maintains computer software files, databases and support documentation for transactions in the assigned department as needed to:
 1. Support the operation of the eradication program in Foundation field offices and Headquarters
 2. Track the status of department transactions
 3. Track and analyze costs and department data
 4. Allocate costs and assets to eradication zones
 5. Comply with state and federal laws and regulations
 6. Provide required reports to state and federal agencies
- Coordinates and communicates extensively with field-office personnel, vendors and other third parties to provide department information, cost estimates, transaction authorizations and guidance on department services, transactions, policies and procedures.
- Processes and distributes incoming and outgoing mail and packages.
- Reconciles invoices with goods or services ordered and received.
- Performs research and resolves questions relating to goods or services ordered, received, taxed and invoiced.

- Compiles department documentation as needed for audits, legal hearings, lawsuits and investigations.
- Assists supervisor in developing and enforcing department policies and procedures.
- Completes assigned, special projects.
- Performs duties in accordance with department policies and procedures.

Payroll

- Responsible for the Foundation's payroll functions and requirements.
- Uses NetSuite accounting software, Microsoft Office programs to:
 - Process the Foundation's payroll.
 - Document transactions and compile and analyze time and attendance information for entries to payroll system.
 - Research and resolve payroll issues.
- Maintains and retains payroll documentation according to applicable laws.
- Assists in developing and enforcing time and attendance and payroll policies and procedures.

Teamwork

- Communicates and works effectively with supervisor, co-workers, management and others in a courteous and professional manner.
- Coordinates and communicates extensively with field-office personnel to provide guidance about HR issues, transactions, policies and procedures.
- Coordinates and communicates extensively with field-office personnel to provide guidance about payroll issues, transactions, policies and procedures and to train and assist in collecting and submitting accurate time and attendance data.
- Maintains a positive, well-organized and productive workplace.

Essential Job Requirements

Education/Experience Requirements

- High school diploma or equivalent.
- Prefer 3 years of clerical experience.
- Three months of clerical experience in department transactions or a related field.
- Require experience with Microsoft Office programs

Abilities Requirements

- Follow instructions and procedures.
- Interact and communicate with co-workers, field personnel and third parties in a polite, professional and helpful manner.
- Communicate clearly using the telephone and e-mail.
- Apply knowledge of computer concepts in using a computer workstation and software used by the Foundation to effectively perform the duties of the job.
- Communicate clearly with supervisor and co-workers.
- Write legibly and prepare routine reports, spreadsheets and correspondence, as requested.
- Read, interpret and explain forms, regulations, policies, procedure manuals and other documents.
- Define problems, collect data, establish facts and draw valid conclusions.
- Add, subtract, multiply and divide two-digit numbers.
- Perform math operations using the U.S. system of measurement, volume and distance.

- Drive a Foundation vehicle.

Driving Requirements

- Have and maintain a valid driver's license.
- Be insurable under the Foundation's auto insurance guidelines.

Special Requirements

- Regular attendance is an essential requirement for this position.
- Able to maintain the confidentiality of Foundation records.
- Detail oriented with exceptional organizational skills.
- Exceptional skills in the use of the software programs Word and Excel.
- Ability to perform effectively in an environment involving a high volume of daily transactions.
- Self-motivated with the ability to work independently, accurately and competently to effectively perform the duties of the job.
- Willing and able at times to work hours longer than normal office hours, which may include evenings, weekends or holidays, as requested by supervisor.

Physical Requirements

Work involves:

- Performing all duties and job responsibilities of this position in a safe and effective manner.
- Sitting in a normal, seated position at a computer workstation for extended periods of time.
- Using hands to operate a computer workstation.
- Entering and exiting a Foundation vehicle.
- Sitting and driving in a normal, seated position in a vehicle for short periods of time.
- Walking, standing, stooping, bending, kneeling and carrying while processing and filing department documents and storage boxes.
- Driving over paved roads from Headquarters to vendor locations in Abilene or field offices.
- Medium work involving lifting 50 lbs. maximum, with frequent lifting and/or carrying of objects weighing up to 25 lbs.
- Distance vision, depth perception and field of vision within normal parameters.
- Hearing ability within normal parameters.

Work Environment

The work environment is an office setting. Hazards in the work environment may involve the following:

- Work in an office environment where the noise level is normally low.
- Moving boxes of department documents to storage.
- Traffic hazards typically encountered when traveling on paved roads.
- Electrical and mechanical hazards associated with office equipment and machines.