



## JOB DESCRIPTION

[www.habitatmetrodenver.org](http://www.habitatmetrodenver.org)

<b>Title:</b> HR Payroll Coordinator	<b>Employment Status:</b> Full-time
<b>Department:</b> Human Resources	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Human Resources Generalist	<b>Supervises:</b> Volunteers

Jan 2024

### **Who You Are:**

You are someone who people can rely on, and you are always there when they need a helping hand. You like variety in your work and enjoy a unique challenge every day. You are right at home digging into the delicate details and making sure everything is exactly right. You are looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. People often comment how you are organized, a quick learner, and have grace under pressure. You know in your heart it is time to find an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

### **Who We Are:**

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to bring people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. Our organization also works with existing low-income homeowners in more than 2,500 households. Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is one of the top ten producers in the Habitat U.S. network nationwide.

### **How We Succeed Together:**

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



**Solid Foundations** - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

**Innovative Design** - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

**Open Doors** - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

**Clear Windows** - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

**Supportive Structures** - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

#### GENERAL DESCRIPTION:

The Human Resources Payroll Coordinator plays an essential role in supporting the people functions for Habitat Metro Denver (Habitat). Reporting to the Human Resources Generalist, the Coordinator will support day-to-day duties of the Human Resources Department that may include database administration and payroll processing, data analytics, HRIS tech support for employees, and training and development on HR (Human Resource) policies and procedures. This position could also assist in hiring initiative support and employment processing as required.

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As a people and culture champion, the Coordinator works proactively to help build a culture that will enable Habitat's continued growth and success. The Coordinator supports the HR Team's efforts to create a positive employee experience across the organization.

*The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.*

#### CORE RESPONSIBILITIES:

- Demonstrate energy and passion for Habitat's mission and Cultural Blueprint's values in all aspects of the position.
- Deliver highly detailed and often complex information / coordination / support for the departmental projects and audits.
- Process weekly and semi-monthly payroll per organization payroll schedules, company policies and applicable laws, to ensure accurate, timely receipt of direct deposits and paychecks.
- Work with various departments to make sure timesheets are submitted on time and without error.
- Maintain payroll and benefit records for all employees, including setting up new hires, posting changes to current employees, and processing termination documentation in accordance with established policies and procedures.
- Act as a direct liaison between employees and third-party service providers to continuously answer questions and resolve issues. Work within all databases and HR systems as required (i.e., Paycom, Officevibe, PayScale).
- Manage HRIS partners to determine and develop data export reports to meet Habitat's various compliance and audit requirements.
- Maintain employee files and all other HR required documentation following requirements of Habitat or other external agencies or regulations.

- Assist in training all relevant systems/processes to employees and managers, ensuring high levels of end-user efficiency and satisfaction.
- Perform other HR related and administrative duties as assigned.

#### **RECRUITING SUPPORT** (when necessary)

- Assists with Applicant Tracking System (Paycom) data maintenance.
- Provide support in New Employee Orientation I & II, and first-day onboarding processes for all Habitat new hires. May be required to eventually lead when managers are absent or focused on other urgent issues.

#### **EXPERIENCE:**

- 2 year minimum in an administrative role required, human resources department experience a plus.
- 1 year min payroll experience (2 years preferred) or experience utilizing a similar integrated database.
- Experience with Paycom is highly desired.
- Prior AmeriCorps service, Habitat, or other non-profit employment preferred.
- Proficient in MS Windows environment, with very strong Excel skills
- Bilingual (English / Spanish) highly preferred.

#### **KNOWLEDGE, SKILLS, & ABILITIES:**

- A strong belief in Habitat's mission and a desire to engage others in the organization's work.
- Some knowledge of principles and practices of human resources.
- Excellent information management skills – Identify the need for and knows where or how to gather information and organizes and maintains information or information management systems.
- Advanced Excel skills with the ability to take data from multiple sources and combine it into highly accurate reports is critical to this position.
- Strong arithmetic/mathematical reasoning – Performs computations such as addition, subtraction, multiplication, and division correctly using whole numbers, fractions, decimals, percentages, and formulas.
- Ability to acquire a thorough understanding of the organization's hierarchy, jobs, qualifications, compensation practices, and the administrative practices related to those factors.
- Proven team-player who can shift between various tasks quickly and accurately.
- A "people person" who is employee focused and empathetic.
- Strong written and oral communication skills.
- Ability to be proficient in use of teams, PP, presentation, training, presenting to hybrid audience preferred.
- Consistently displays integrity and professionalism with demonstrated ability to handle sensitive employee information with strict adherence to confidentiality protocols.
- Strong attention to detail, organizational skills, follow-through, and resourcefulness.
- A strong collaborator who enjoys being part of a supportive team.
- The ability to independently with limited direction at times.
- Ability to flex style to communicate clearly, professionally, and sensitively with diverse audiences of employees, co-workers, volunteers, vendors, and other external stakeholders.
- Experience working with people from diverse racial, ethnic, and socioeconomic backgrounds is preferred.
- Bi-lingual English – Spanish is highly preferred.
- Proficient with Microsoft Office 365 and Microsoft Teams.
- Ability to grasp new technology and software quickly.

### PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- This position will require sitting at a desk for most of the day and the ability to type.
- Able to lift and carry up to 25 pounds when necessary.
- A valid driver's license and ability to be insured under the company's insurance policy is a prerequisite. A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) Being a HR role, it is not uncommon to be in the office additional days as required. *During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.*
- Habitat's office where this position will report to is currently located at 7535 E Hampden Ave #600, Denver, CO 80231 and is relocating to 430 S Navajo St, Denver, CO 80223 at the end of 2024.

**The Starting Pay Range for this position is \$22.40-\$24.85** with consideration given for applicable education and/or experience above the minimum requirements. The Full Pay Range for this position is \$22.40 – \$27.30.

**Benefits** include medical, dental and vision insurance options; 401k with employer match; Paid time off for vacation, sick, holidays, floating holidays; and parental leave; short and long-term disability; Healthy Families and Workplaces Act (HFWA) Leave; Paid Parental Leave (PFML); and paid time to volunteer.

**Please apply by copying and pasting the following link in your browser:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=62694&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>

**Or visit our Careers Page:**

<https://habitatmetrodenver.org/about/careers/>



*At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.*