



Housing Assistance Council



Senior Human Resources and Payroll Administrator

ABOUT THE ORGANIZATION

Founded in 1971, the Housing Assistance Council (HAC) is a national nonprofit and a certified community development financial institution dedicated to helping local rural organizations build affordable homes by providing below-market financing, technical assistance, training, research, and information services. HAC's mission is to improve housing conditions for the rural poor, with an emphasis on the poorest of the poor in the most rural places, particularly regions and populations with high needs: Native American communities, the Mississippi Delta, farmworkers, the southwest border colonias, and Appalachia.

POSITION SUMMARY

The Housing Assistance Council, (HAC), is seeking a Senior Human Resources (HR) and Payroll Administrator to oversee all aspects of human resources and payroll practices and processes, reporting to the Chief Financial Officer.

People are our most important asset and you'll be an impactful contributor to ensure we have a happy and productive workplace where everyone is inspired to bring their best work, realize their professional growth aspirations, and participate in helping HAC accomplish its noble Mission. Promoting corporate values and our positive culture is a vital aspect of HAC's Senior HR and Payroll Administrator role.

PRIMARY RESPONSIBILITIES

- Nurture a positive, constructive and collaborative working environment
- Provide HR support and guidance to HAC staff
- Support current and future HAC business needs through the development, engagement, motivation and preservation of human capital
- Partner with Management to develop and implement HR strategies and initiatives aligned with the overall business strategy
- Bridge management and employee relations by addressing demands, grievances or other issues and facilitating resolution
- Oversee and manage a performance appraisal system that promotes a high-performance culture
- Maintain HR and benefits program/processes
- Report to management and provide decision support through HR metrics
- Administer the HAC staffing cycle, including recruiting, interviewing, hiring, onboarding, assessment and offboarding



1025 Vermont Ave NW, Suite 606, Washington, DC 20005



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HAC IS AN EQUAL OPPORTUNITY
EMPLOYER AND LENDER

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- Create a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date
- Ensure that HAC's HR processes and procedures are compliant with local, state and federal regulations, with in-depth knowledge of labor law and HR best practices
- Competence to build and effectively manage interpersonal relationships at all levels of the company
- Ensure all HAC HR policies are applied consistently
- Maintain company organization chart
- Ensure payroll is prepared timely and accurately
- Update / Maintain employee payroll records
- Maintain Time and Attendance system including time off requests and online timecards including labor cost centers
- Administer ADP security setup and employee/manager access levels
- Prepare and upload bi-weekly payroll journal entry for Great Plains upload
- Enter third party sick pay
- Ensure timely submission of pension contributions for each payroll
- Prepare bi-weekly annual leave reconciliation and accrual report

QUALIFICATIONS

- Mature judgement and ability to conduct oneself with high sense of discretion and confidentiality commensurate with the accountabilities that represent a best-in-class Human Resources organization
- Demonstrated strong customer service orientation
- Highly motivated and enthusiastic with strong continuous improvement mindset
- Proven experience as an HR Administrator
- Minimum of 1 year of multi-state payroll experience.
- ADP Workforce Now experience preferred
- Knowledge of federal and state garnishment laws
- Knowledge of federal and state wage and hour laws and FLSA pay practices
- Ability to understand and apply federal, state, and local regulations relating to payroll, labor and employment tax laws
- Requires excellent written and oral communications skills
- Excellent organizational and time management skills
- Expertise using MS Office programs including MS Word, Excel & Outlook
- Advanced knowledge in MS Excel including VLOOKUP's, pivot tables, among other
- SHRM, FPC or CPP certification preferred
- Human Resources degree
- Associate degree or similar on the job training in Accounting



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COMPENSATION AND BENEFITS

The Senior HR and Payroll Administrator is a full-time exempt position. This position reports to the Chief Financial Officer. The salary for this position is between \$80,000 – \$90,000 annually. HAC offers competitive wages, benefits, and growth opportunities consistent with industry standards. Flexible benefits packages include health insurance; life and other insurance; financial benefits, include a retirement plan with partial employer match; time off; and work/life benefits, to include education assistance.

EQUAL OPPORTUNITY EMPLOYMENT INFORMATION

HAC is an equal opportunity provider and employer. HAC does not discriminate in hiring or employment practices on the basis of race, color, ethnicity, gender, national origin, age, religion, sexual orientation, disability, marital or familial status, ancestry, or status as a veteran. HAC is committed to maintaining a multicultural work environment. Women and minorities are strongly encouraged to apply.

TO APPLY

Please email a resume and brief cover letter, with salary requirements, to jobs@ruralhome.org with “Senior HR & Payroll Administrator” in the subject line. Applications considered as received, with interviews starting immediately.

Position Title	Senior HR and Payroll Administrator
Reports to	Chief Financial Officer
Business Unit	Finance & Accounting
Location	Washington, DC
Employment/FLSA Status	Full-time, Exempt
Supervisory Responsibility	No
Telecommuter Status	Position is eligible for hybrid schedule

