



# OKLAHOMA CITY COMMUNITY FOUNDATION

**Position Overview: Human Resources and Payroll Specialist** - The Oklahoma City Community Foundation is seeking an experienced, compassionate and energetic Human Resources and Payroll Specialist. This full-time position is responsible for facilitating all facets of human resources operations including recruitment, employee relations, performance management, policy application and compliance, worker's compensation, employee engagement, payroll, benefits and compensation.

**About the Oklahoma City Community Foundation:** Ranked among the largest community foundations in the nation, the Oklahoma City Community Foundation connects generous donors with passionate charitable organizations to build a stronger community. Founded in 1969, we are a 501(c)(3) public charity that works with donors to create charitable funds that will benefit our community now and in the future. Learn more about the Oklahoma City Community Foundation at [www.occf.org](http://www.occf.org).

## **Responsibilities**

- Assist in recruiting qualified applicants and manage the staffing process in a timely manner
- Responsible for employee recognition and onboarding programs
- Assist with staff professional development and training programs
- Assist management with developing and implementing policies in compliance with all employment laws in accordance with applicable government regulations and in line with organization's goals
- Analyze information from various sources such as exit interviews, employee feedback, etc. and report to management.
- Provide guidance for HR operational services and assist in developing new programs and initiatives to meet management needs
- Process semimonthly payroll and prepare related journal entries for reconciliation for Accounting
- Administer employee benefits programs including 403(b); COBRA adherence and worker's compensation; resolve any related issues; and reconcile benefits statements
- Educate staff on plan provisions or concerns and facilitate open enrollment meetings
- Facilitate the navigation of payroll and various benefits systems
- Serve as point of contact for employment verifications, unemployment claims and benefit vendors
- Monitor disbursement from employee gift fund and issue documentation of gifts
- Work with management to revise or develop new performance evaluations tools and current job descriptions
- Performs audit of employment records for legal compliance
- Maintain & Secure Personnel Files/Records
- Process quarterly employee expense reporting and maintain substantiation for reimbursements

## **Qualifications & Skills**

- Requires 3 - 5 years of experience with payroll and human resources
- Must be adept at problem solving including identifying and resolving issues timely
- Excellent interpersonal, written and oral communication skills
- Experience with Paycom or any other payroll systems preferred
- Knowledge of labor laws and practices, including staying current on amendments and trends
- Working knowledge of Microsoft Office Suite
- Bachelor's degree in Human Resources or related field preferred

## **Working Conditions & Physical Demands**

- Prolonged periods of sitting at a desk and minimal lifting of objects up to 25 lbs.
- Minimal travel in the metro and surrounding area

## **Competitive Salary and Benefits Package**

To apply, please send a cover letter, resume and three references with job title in the subject line to [resume@occf.org](mailto:resume@occf.org) by August 12, 2022.