



**Job Title: Office Manager  
Payroll & Benefits Specialist**

**Prepared By: CEO-Executive Director**

**Department: Administrative**

**Prepared Date: 2/27/23**

**Reports To: CEO-Executive Director**

**Approved By: CEO-Executive Director**

**Approved Date: 2/27/23**

**POSITION SUMMARY:**

This position manages a variety of administrative functions as well as the day-to-day operations of the human resource office of the Y and is responsible for the efficient and effective delivery of business services.

**GENERAL QUALIFICATIONS:**

- A bachelor's degree or diploma in business administration, human resource or payroll/benefits management preferred
- Five years of administrative experience
- Excellent decision making, problem solving, communication and organizational skills
- Effective interpersonal skills and ability to present information in a clear, understandable language in a group or one-on-one situation
- Must be able to work in a fast-paced environment and handle the high degree of confidential information with discretion
- Highly developed interpersonal skills
- Warm, friendly and enthusiastic in personality
- Must pass a security clearance

**JOB DUTIES AND RESPONSIBILITIES:**

- Personnel: Responsible for all aspects of new and existing employee and volunteer employment, hiring and onboarding: advertising open positions, recording and distributing new applications, process security clearance forms, background checks, facilitating the completion of relevant forms (I-9, W-4, agreements, time keeping information), benefit package, and trainings. Update as needed new pay rates, job changes, personal information and PTO information as needed. All aspects of employee terminations: ensure proper documentation, facilitate exit interviews and exit questionnaires, prepare final paycheck information, cancel employee membership, insurance and retirement accounts as needed, and terminate the employee in the ADP payroll system. Assist leadership in managing employee relations issues.
- Payroll: Verify that all electronic time cards have been approved and manually enter any paper time card records semimonthly, transmit payroll to ADP semimonthly. Download semimonthly reports. Distribute paychecks/paystubs semimonthly.



- Y-Retirement: Notify all staff about the 403B savings plan and enroll staff in the 401K as they become eligible. Data entry for new applications to the plan. Transmit retirement pay data semimonthly to Y-Retirement, then copy information to the bookkeeper.
- Office Management: Manages purchasing of office supplies and equipment including tracking inventory and working to keep costs down. Ordering staff & volunteer shirts, name tags.
- Miscellaneous: Daily DAXKO deposit reconciliation/prepare funds for deposit. Verify outgoing payables/prepare for mailing. Annual DMV records checks. OSHA for 301 annually. Email (reading/responding) and discussion with the directors and staff daily. Oversees (along with the CEO) YMCA Property, Liability and D and O insurance policies, paperwork and claims. Produce payroll and staffing reports as requested by the CEO.
- Other: Maintain professional attitude and manner, treat all members and employees with dignity and respect. Contribute to a culture of positive attitudes and confidentiality; one where gossip does not have a place. Provide for the health and safety of members and staff at all times. Create and maintain a positive image at all points of contact with the public. Gathers relevant valid data to assist in making appropriate decisions. Performs a variety of additional duties as assigned including assisting with annual campaign. Other duties as assigned.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Employee Signature:** \_\_\_\_\_

**Employer Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.