

Hill Country Youth Ranch is seeking an Office Manager/Payroll administrator to join our administrative team.

The Office Manager/Payroll administrator will be required to collaborate with HCYR finance department as well as other directors and managers across the organization.

Office Manager related duties:

- Responsible for direct supervision of office receptionists and oversight of all day to day front office administrative duties
- Maintain office operations by organizing, assigning, and monitoring clerical duties along with scheduling receptionist work hours to provide continual staff coverage for office daily needs
- Prioritize and manage multiple projects simultaneously including the ability to carry out best practices in office management and to thoughtfully and effectively plan, execute, and follow-through on tasks
- Politely greet and direct incoming visitors and telephone calls on multi phone line system
- Prepare a variety of written documents, including correspondence, proposals, reports, forms, memoranda, and other written material assigned by the Executive Director or designee
- Order supplies, merchandise, and products as necessary and as directed; maintain office supplies in a neat, organized and adequate stock fashion
- Manage office readiness to ensure the common areas and conference room are always up to standards; monitor and maintain all office equipment is in proper working order
- Support internal and external communications and high level administrative support to the Leadership team
- Coordinate and maintain calendars for meetings, activities, donation pickups, etc.
- Coordinate visits from service contractors and inspectors
- Perform other duties as assigned

Payroll Specialist related duties:

- Perform semi-monthly payroll entry and processing; complete the timely and accurate processing of payroll, earnings, and deductions; ensures all federal, state and local taxes, Social Security contributions, contributions to employee benefit programs, and other deductions are withheld from employees' paychecks; ensure the accurate deduction and remittance of garnishments, child support, etc.
- Complete tasks necessary to accomplish payroll processing objectives, including task relationships with accounting, operations, human resources, legal, internal/external auditors, and state and federal agencies
- Responsible for maintaining knowledge and understanding of regulated and required accounting principles, payroll taxes, and related government payroll regulations; responsible for remaining current on new legislation and regulatory rulings impacting payroll
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Maintain and document effective internal controls for the payroll functions
- Communicate systems issues with management; provide support to all employees with individual payroll related issues
- Maintain and develop effective relationships with payroll-related vendors, banks and government agencies
- Assists and completes new employee orientation/onboarding for all payroll related functions
- Administer the company's 401k and manage all related compliance; prepares and distributes written and verbal information to inform employees of benefits programs such as insurance plans, 401(k), life insurance and special employer-sponsored plans
- Liaise directly with insurance brokers and other benefits/payroll vendors
- Performs other duties as assigned

Skills required:

Possess a strong work ethic and high level of professionalism

Ability to communicate effectively and professionally with superiors, colleagues, and other individuals inside and outside of the organization; excellent verbal and written communication skills

Ability to work independently, organize the work of self and others, meet deadlines, and work with a high degree of accuracy; ability to effectively supervise and serve as a role model

Ability to perform effectively in environments with frequent workload changes and competing demands; able to work with cross-functional teams within the organization

Proficient with the ability to quickly learn payroll and accounting software

Experience with Paychex payroll system is a plus

Must have the ability to handle sensitive information and maintain a high level of confidentiality; maintain integrity and confidentiality of all business-related information

Customer service oriented and polite, helpful phone etiquette

Strong organizational skills and ability to multi-task; highly detailed oriented

Strong Knowledge of office management systems and procedures

Comprehensive computer skills, with strong proficiency in Microsoft Office Suite (Outlook, Word, Excel)