



## Payroll/HR Lead

**National Asian Pacific Center on Aging (NAPCA)**, a 41 years old national non-profit that has been preserving and promoting the dignity, well-being, and quality of life of Asian Americans, Pacific Islanders (AAPI), and diverse communities is searching for a **Payroll/HR Lead**. This position will perform payroll and HR duties including processing multistate payrolls, managing personnel records, administering benefits programs, and leading new employees through orientation. The ideal candidate must be detail oriented, an excellent problem solver and enjoys process improvement. This position reports to the Controller and will be located in downtown Seattle. This position will be a hybrid of remote and on-site as needed.

With a new vision that has recently been launched, NAPCA is focused on addressing economic insecurity and poverty affecting vulnerable older adults (especially individuals who may have language barriers and lack of access to opportunities) throughout the country. Because there are over 50 AAPI ethnicities that speak over 100 languages, NAPCA wants to ensure that AAPI elders have the programs and services they need wherever they live in the U.S. Go to <https://www.napca.org/about/> to learn more.

### Key Responsibilities of the Staff Accountant:

- Processes bi-monthly multistate payroll through a third-party vendor.
- Provides customers with excellent customer service with clear and timely communications on payroll and benefits questions and issues.
- Handles all personnel transactions, new hires, promotions, terminations
- Administers employee benefit programs (medical, dental, disability, group life, AD&D, STD, and 401K) and COBRA
- Ensures resolution of various notices such as multistate tax liabilities and payments
- Responsible for all workers compensation state audits and the associated payroll reporting required as well as providing coding for workers comp invoices
- Assists as needed in providing information for reconciling payroll liability accounts and follows up to resolve discrepancies
- Researches and resolves any payroll-related adjustments, problems, or questions; maintains record of adjustment or resolution.
- Assists the Controller in managing the relationships and requirements of payroll-related vendors.
- Responds to employee verification requests.
- Responds to workers compensation, garnishment, and unemployment payroll requests.
- Keeps informed of changes to employment and payroll laws and regulations.
- Assists in conducting payroll-related training sessions to explain policies and procedures.
- Other related duties, as assigned

### What the Successful Candidates Will Have:

- 2-5 years' experience processing payroll; complex processing involving multiple states and large number of employees preferred
- 2-5 years benefit administration experience.
- Experience with payroll software. Knowledge of Paycom is a plus.



- Intermediate level proficiency with MS Office, especially Word, Excel, and Outlook
- Strong attention to detail and accuracy
- Adherence to confidentiality and handling sensitive information with discretion
- Exceptional organizational and time management skills
- Consistent and dependable in communicating updates, and following through on tasks to successful completion
- Ability to work independently and under pressure
- Demonstrated ability to handle multiple priorities and to shift direction in response to changing work situations
- Commitment to diversity and sensitive to needs of older populations and people of color
- Accounting knowledge and experience with accounting software (Abila MIP) is a plus

**Excellent Benefit Package that includes:**

- Health, Dental, Vision Insurance
- Paid Time Off
- 401(k) with a match
- Tuition Reimbursement

If you enjoy rolling up your sleeves and managing day to day payroll and HR responsibilities, we want to hear from you! Please submit your resume and cover letter to [jobs@allthings-hr.com](mailto:jobs@allthings-hr.com).