Position Summary

The bilingual HR Generalist/Payroll Specialist is responsible for the accurate processing of payroll, general administration of employee health & wellness benefit plans and assisting in employee recruiting and retention efforts.

The bilingual HR Generalist/Payroll Specialist position is fast paced requiring a high degree of discretion and confidentiality. This position also serves as the initial point of contact for employee inquiries and will provide support and resolution regarding payroll and benefits-related questions for all employees. The HR Generalist/Payroll Specialist also assists in the coordination of Museum events as determined throughout the year.

Essential Duties and Responsibilities:

Payroll

- Accurately and timely process payroll for all employees.
- Set up and maintain employment files ensuring accuracy, compliance, and confidentiality.
- Maintain attendance, vacation and sick database, ensuring accurate and timely reporting.
- Assist team members with payroll and benefit related questions; troubleshoot issues as needed.
- Provide education and coaching to employees and team leads relating to payroll, time reporting and collection, benefits, and Museum policies.
- Process any court, state and federal payroll and/or verifications.
- Prepare reports and analysis of requested employment data.

Employee Benefits

- Serve as the primary focal point for the administration of medical, dental, vision, voluntary and other insurance benefits for active employees.
- Assist in the management and administration of the annual open enrollment process for benefits, including flexible spending accounts.
- Provide assistance in the Simple IRA enrollment and process.
- Reconciling insurance carrier invoices.

Recruiting and Retention

- Post job requisitions on MOLAA website and manage candidates including extending offers, initiating pre-employment background checks, processing hires, and contacting candidates not selected.
- Assist with applicant tracking, candidate identification, scheduling and selection.
- Assist in recruiting, interviewing and on-boarding of select candidates for hourly positions.
- Assist in employee onboarding through Paylocity and benefits enrollment.
- Maintain team member’s performance management system, notifying managers of review due dates, tracking timely completion of annual reviews and preparing appropriate delinquent reports.
Other

- Provide HR support in the areas of employee relations, legal compliance, policies and procedure development.
- Participate in the review and development of Museum policy and procedures.
- Track and maintain employee status – new hires, terminations, transfers and benefit changes.
- Complete all verification of employment.
- Assist in the coordination and hosting of Museum events.

Position Requirements:

- Bachelor’s degree preferred, or equivalent combination of education and experience.
- Fluency in Spanish
- Minimum 3+ years of experience administering payroll and health and welfare benefit programs preferred.
- Very strong knowledge of all facets of Paylocity/ADP/Web-based Payroll Products, including the ability to create batches, transmit payroll, and create/run ad hoc reports.
- Knowledge of payrolls and taxes affiliated with them.
- Ability to work under and meet tight processing schedule deadlines, with frequent interruptions.
- Strong interpersonal skills and ability to interface diplomatically with all levels of employees and management.
- Ability to work independently and have effective time management skills.
- Excellent communication, customer service and organizational skills with extreme attention to detail.
- Willingness to learn new skills, adapts to organizational changes, and take on new responsibilities.

Physical Requirements:

The employee is regularly required to stand, walk, sit, use hands to finger, handle or feel; reach with hands or arms, taste or smell, talk and hear.

The weight or force requirement for this position is up to 10-25 pounds.

Specific position duties may require physical demands of lifting boxes or other objects.

The typical notice level for this work environment is moderate noise/ business office with computers, printers and light foot traffic.

No special vision requirements are required by this job.

Job Type: Full-time

Work Location: One location/Long Beach, CA

Schedule: Monday to Friday 9 a.m. to 5 p.m.