



Position Announcement
HUMAN RESOURCES/PAYROLL COORDINATOR

Application Dates:
December 13, 2020 (open) to December 31, 2020 (Close)
Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Position Overview:

- Responsible for recommending, planning, coordinating and directing specific activities that will accurately and efficiently process payroll for the organization while managing the payroll administration for the employee benefits program. This will be a full-time position.
- Will implement and maintain various HR functions such as: Recruiting and Selection, Performance Management, Compensation, Benefits, Policy & Procedures, and Regulatory Compliance.

Work Hours/Shift/Location:

- Full-Time Monday thru Friday (with flexible schedule as required for weekends/holidays)
- 800 Tidewater Drive, Norfolk, VA 23504 – **This is not a remote position – all work is done on site.**

Duties and Responsibilities:

- Develop, maintain, and administer payroll administration (records and reports).
- Advise and counsel the Director of Human Resources on organizational policy matters related to all payroll matters, as needed.
- Ensure compliance with all local, state, and federal regulations pertaining to payroll processing.
- Ensure compliance with all local, state, and federal regulations pertaining to Human Resources.
- Partner with outsourced Human Resources vendor, if appropriate, to assist in the recruiting of new employees.
- Make recommendations to the Director of Human Resources regarding the implementation of new programs directed toward improving employee performance, morale and wellness.
- Compile statistical analysis on performance, compensation, turnover and benefits utilization, etc.
- Responsible for coordinating the initial onboarding/orientation activities for new employees. Processes all associated paperwork. Keep all personnel files current.
- Administer compensation, performance management, and benefits programs.
- Provide assistance and counsel to all employees, as needed, regarding Human Resource administrative issues such as payroll, benefits and employee compensation.
- Commit to and understand the FSEVA’s mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

Educational Achievement:

- Minimum: High school diploma or equivalent.

Work Experience:

- Minimum: 5 years of progressive experience in payroll administration, benefits administration and other general human resources functions.

Required Skills, Abilities & Certifications/Licenses:

- Minimum 4 years' experience with Payroll/HRIS platforms.
- 3 or more years' experience with benefits administration including benefits enrollment, open enrollment, and COBRA.
- 2 or more years' experience with ATS.
- 2 years or more experience recruiting, interviewing and extending employment offers.
- Experience conducting background checks, references, DOT physicals and scheduling drug screens.
- 2 or more years' experience conducting new hire onboarding.
- Above average proficiency with Excel.
- Excellent verbal and written communication skills.
- Ability to write routine reports and correspondence.
- Must have strong attention to detail.
- Exceptional time management skills and ability to meet deadlines.
- Ability to effectively present information and respond to questions from employees and vendors.
- Valid Driver's License.

Preferred Skills, Abilities & Certifications/Licenses:

- Associate's Degree or 60 college credits in relevant major or relevant degree.

Physical Demands: While performing the duties of this job in the office or warehouse environment, the following physical capabilities are required:

- This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.
- Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.
- Regularly required to talk or hear when communicating with employees and clients.
- Use hands and fingers to handle, or feel.
- Reach with hands and arms.

Travel Requirements:

- Local to Eastern Shore or pantry sites.
- Occasional overnight required for training.

Job Type: Full-time.

Pay: From \$22.00 per hour.

Benefits: Health Insurance, Paid Time Off, 12 Paid Holidays, Employee Development Program, Scholarship Program.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.