

HR Specialist

St. Vincent's is seeking a part-time (20 hours per week) Human Resources Specialist that will support the Vice President of Human Resources and the Human Resources department. This position will be responsible for providing administrative support for the department, assisting with the hiring process, scheduling new employee orientations and training, and entering of a high volume of employment records into personnel files, as well as our digital HR database. Other responsibilities include payroll support and administration, record keeping, and the scheduling of required in-services and trainings for all departments.

QUALIFICATIONS:

- Ability to work independently with a strong level of organizational skills.
- Must possess excellent interpersonal communication skills and ability to work with all levels of clients
- Minimum of an Associate's Degree required; Bachelor's degree in human resources or a related field such as business administration or finance preferred
- Possess strong writing, speaking skills.
- 2-3 years HR experience
- Prior working knowledge of payroll, benefits and HRIS systems preferred
- Familiar with California payroll functions
- Payroll Certification (FPC or CPP) from the American Payroll Association is preferred
- Able to work under pressure and with strict deadlines.
- Proven track record with maintaining employee confidentiality
- Proficient with computers and Microsoft Office applications.
- Must demonstrate personal identity with and commitment to the mission and values of St. Vincent's.
- Is conscientious in follow-through in job responsibilities and has the ability to be a self-starter.

RESPONSIBILITIES:

- Responsible for preparing and processing payroll
- Resolves payroll discrepancies by collecting and analyzing information
- Provides payroll information by answering questions and requests
- Perform administrative work, including scheduling, maintaining files, trainings, and all necessary legal postings and notifications for the Human Resources department
- Enter employment data into computer database.
- Assist supervisors with the hiring process, including submitting job postings online and scheduling candidate interviews
- Coordinate logistics for new hire orientations and employee training sessions
- Preparing or updating employment records related to hiring, transferring, training, promoting, and terminating
- Process all personnel action forms and ensuring proper approval
- Complete department credit card charge reports.
- Helps disseminate policies and procedures
- Assist with obtaining timecard approvals
- Assist with auditing timecards
- Run reports and ad hoc analysis as requested
- Liaises directly with ADP and other external parties (e.g., taxing authorities) to resolve payroll, benefit, and tax related questions.

Knowledge, Skills and Abilities

- Use of ADP software and report writing
- Proficiency with Microsoft Excel performing functions such as VLOOKUP's, pivot tables, filtering/sorting, charts and graphing.
- Extensive knowledge of employee benefits and applicable laws.
- Excellent written and verbal communication skills.
- Excellent time management skills and ability to multi-task and prioritize work

Compensation depends on experience. Benefits eligible position after 60 days including health insurance, dental insurance, vision insurance, life insurance, retirement plan, gym stipend, paid time off (PTO), and paid holidays. EOE

TO APPLY: Please submit a cover letter and resume by responding to this post.

NO PHONE CALLS PLEASE.

Established in 1858 by the Daughters of Charity of St. Vincent de Paul, St. Vincent's is a Roman Catholic organization serving the needs of the Santa Barbara Community. For information regarding St. Vincent's and its Mission, please visit <http://stvincents-sb.org/>.