

# Staff Position Description

**Title:** Compensation Coordinator

Date: 06/24/2022

**Starting Salary Range:** 22.58-23.26 per hour

**Location:** Reports regularly to any Conservation Legacy office, Part-time Remote Eligible

**Status:** Full-Time, Non-Exempt

**Benefit Eligible:** Health, Vision, Dental, Long-Term Disability, Retirement, Paid Time Off

**Reports to:** Director of People Management

**Important Requirement:** Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.

## Organizational Summary:

Conservation Legacy is a nationwide non-profit. The Corps programs within the organization engage participants in diverse conservation and community projects that serve public and private lands. These projects provide opportunities for personal and professional development and strive toward a high priority of needs for public land managers and community partners. Through the mission of engaging future leaders who protect, restore and enhance our nation's lands through community-based service; Conservation Legacy works toward a world with healthy lands, air and water; thriving people and resilient communities.

## Position Summary:

This is a payroll administrator, and human resource support position with Conservation Legacy's central HR team. This position will work closely with the Controller, HR Coordinators, Director of People Management, and Regional office staff to coordinate and execute weekly payroll processing for all Conservation Legacy programs. This position will be responsible for the accurate processing of weekly payrolls, annual payroll audit requests, retirement contributions, and regular payroll reporting to Central and Program staff and external partners.

## Outcomes & Functions of Position:

### Payroll Administration

- Process multi-batch weekly payrolls, working closely with and supporting regional managers and 3<sup>rd</sup> party payroll provider.
- Administer timekeeping and reporting thru the staff attendance system.
- React and respond to all payroll issues, questions and concerns.
- Maintain multi-state payroll tax records working closely with 3<sup>rd</sup> party provider to ensure accurate filing.
- Prepare workers compensation reports.
- Prepare Bureau of Labor and Statistics reporting on monthly and annual basis.
- Facilitate annual 403b plan audit and plan change recommendations.
- Represent Conservation Legacy and determine annual payroll needs/changes with the third party provider.
- Update payroll records by reviewing and entering changes in exemptions, insurance coverage, bank accounts, deductions, job titles, department/ division transfers, and exits.

- Prepare reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.

### **Payroll Compliance**

- Maintain payroll guidelines by writing and updating policies and procedures.
- Assist in the design and implementation of evolving payroll systems and processes.
- Assist in compliance with federal, state, and local payroll requirements by studying existing and new legislation; advising management on needed actions.
- Complete various end of year payroll reporting.
- Reconcile and fund the 403(b) contributions.
- Respond to and arrange wage garnishments with 3<sup>rd</sup> party provider.
- Disbursement and re-issue of W-2s and related data.

### **Policy and Communication**

- Manage FMLA requests and all required documentation.
- Enter and maintain accurate employee data in various systems.
- Prepare and conduct trainings with programs to ensure thorough understanding of the organization's payroll and timekeeping systems.
- Respond to requests regarding information of both past and present employees, complete all employee verifications including; compensation data, employment status, and other employment information.
- Maintain employee confidence by keeping information confidential.
- Provide ongoing feedback for systems improvement.
- Assist with the completion of Unemployment claims as needed.
- Communicate retirement eligibility, enrollment details, and education of the 403b Plan.

### **Other Administrative Support Duties**

- Assist with other general administration duties as needed.
- Contribute to central team effort by attending Central meetings and accomplishing related projects and delivering results as needed.
- Respond to audit requests and continue to increase the efficiencies of reporting processes.
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### **Organizational Advocacy**

- Successfully engages, leads and supports an inclusive work environment for those of underrepresented populations within the organization and the communities we serve.
- Leads and/or participates in organizational-wide teams, projects and initiatives that support the work of the Strategic Plans goals.
- Reports any potential complaints within the organization as identified in the Personnel Policy Manual.
- Assists or leads other responsibilities, as assigned.

**Other "Hats" You May Wear:** Customer Service, Relationship Development, Marketing, Administrative, Supervision or Mentorship to Others, Facilitator, Trainer, Facilities, Human Resources, Supervisor

## Physical Requirements:

*Conservation Legacy is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours, ability to move across varied terrain, use program-specific tools and a range of technology on an infrequent or frequent basis. Exerting up to 25 pounds of force occasionally to lift, carry, push, pull, or otherwise move objects. Ability to safely drive an organizational vehicle may also be required for some positions. If you need assistance and/or a reasonable accommodation due to a disability during application or recruiting process, please send a request to the hiring manager.*

## Qualifications:

- Ability to successfully work in a fluid, changing work environment.
- Ability to operate Microsoft Office programs and applications, or similar platforms.
- Ability to keep others and oneself, in remote locations, accountable to expectations.
- Valid Driver's License and Insurable Driving Record per Personnel Policies.
- Must be able to pass the organization's criminal history check requirements.
- Full vaccination against COVID-19 by the first day of employment and ability to provide proof of vaccination before starting.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- 4-5 years of related experience in Payroll Administration, Benefits Administration, or Human Resource Database Management

**Other Competencies Desired for this Position's Success:** Manage Complexity, Resourceful, Effectively Communicate, Cultivate Innovation, Drive and/or Influence Results, Plans & Aligns.

### To Apply:

1. Email Cover letter and resume to [alyssa@conservationlegacy.org](mailto:alyssa@conservationlegacy.org)
2. Subject line must read: "Applicant\_(Your Name)".

### 3. Cover Letter Must Include:

Cover Letter must include a response to the following: *Provide some examples of your experience effectively working with diverse communities, including those specific to Black, Indigenous, People of Color, and other underrepresented populations, in personal or professional context.*

*Conservation Legacy is an equal opportunity employer. We are committed to hiring a breadth of diverse professionals and encourage members of diverse groups to apply. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, age, national origin, political affiliation, protected veteran status, disability status, sexual orientation, gender identity or expression, marital status, genetic information, or any other characteristic protected by law. We*

*also consider qualified applicants regardless of criminal histories, consistent with legal requirements.*

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