



## Position Announcement: Payroll/HR Coordinator

Heart of Oregon Corps is hiring for a qualified Payroll/Human Resources Coordinator with motivation, professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people.

### WHO WE ARE:

Heart of Oregon Corps is a large regional non-profit that operates six youth training programs across Central Oregon. At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. The position is located in Bend, OR, at the main office. Learn more at [www.heartoforegon.org](http://www.heartoforegon.org).

### POSITION AND ORGANIZATION INFO:

We are currently looking for a Payroll/HR Coordinator who can contribute to a finance department that supports a \$3-million-dollar budget, up to 50 staff, and over 350 young people each year. Our department prides itself on accuracy, timeliness, and attention to detail.

This position is responsible for collecting and reviewing timesheets for processing by an outside vendor and entering payroll into accounting software once processed. The Payroll/HR Coordinator maintains accurate human resource records, assists with new hire on-boarding, coordinates staff benefits enrollments and benefits education, helps to maintain HR policies and procedures, coordinates IT functions with an outside vendor and assists the Executive Director with specific tasks as assigned.

This position is supervised by the Finance Director and is part of a six person administrative team, located in Bend, OR, that supports all HOC youth programming. The administrative team shares general office and reception duties, such as answering incoming calls and greeting visitors.

### QUALIFICATIONS:

Our ideal candidate will have a combination of post-secondary training and job experience in human resources, finance, and/or office administration. HR specific experience or training is preferred. Candidate must be proficient with common computer software (QuickBooks, Microsoft Office Suite, and Adobe) and office technology. We are looking for an individual who has the ability to work in a fast-paced often-changing environment, and focus their attention on detail, accuracy, and timely completion of tasks. Professionalism, confidentiality, and reliability are required. A positive attitude, collaborative approach, and good sense of humor is appreciated.

Starting wage for the position is \$16.50-17.00/hour. This is a full-time, year-round, hourly staff position, with employee health, dental and vision benefits paid 100% by the employer, nine paid holidays, and 80 hours paid vacation and 40 hours paid sick time/year.

### APPLICATION PROCESS:

If you are interested, please submit the following to Hayley Craig, Finance Director:

-A HOC Employment Application

-A Cover Letter (in an email is ok)

-A Resume

Send to: Heart of Oregon Corps

PO Box 279, Bend OR 97709

-or-

HR@heartoforegon.org

-or-

541-306-3703 (fax)

Final candidates will need to complete an interview, additional paperwork, provide references, and complete a post-offer background check and drug screening. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Submit your application by March 14<sup>th</sup> for consideration.

Thank you for your interest!