



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.hearttoforegon.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 coordinates employee engagement and training events throughout the year.

This position is supervised by the Finance Director and is part of a seven 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.

BENEFITS:

Starting wage for the position is \$20.00/hour with a potential increase for those who hold applicable HR certifications. This is a full-time, year-round, hourly staff position, with employee health insurance, dental and vision benefits *paid 100% by the employer*. Time off is generous, with 12 paid holidays (which includes 6 days while the offices are closed over the winter holidays), plus 80 hours paid vacation and 40 hours paid sick time/year. Vacation leave benefits increase after 2 years of service. See <http://hearttoforegon.org/who-we-are/careers.html> for a full benefits summary.

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. Offer is contingent upon proof of vaccination against the COVID-19 virus or willingness to obtain vaccination upon hire. For questions related to Heart of Oregon's vaccine mandate, please speak with the hiring manager. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Thank you for your interest!