

Job Title	HR Coordinator/Payroll Specialist
Short Description	RadiFi Credit Union is seeking a Human Resources Coordinator/Payroll Specialist to be responsible for providing comprehensive clerical and administrative support to the Human Resources department. The position involves a wide range of duties to be handled with accuracy, confidentiality and discretion while ensuring the programs comply with state and federal rules and regulations, as well as credit union policies and procedures. In addition, this position will be responsible for ensuring accurate and timely processing of payroll for our organization.
Full Description	<p>RadiFi Credit Union is seeking a Human Resources Coordinator/Payroll Specialist to be responsible for providing comprehensive clerical and administrative support to the Human Resources department. The position involves a wide range of duties to be handled with accuracy, confidentiality and discretion while ensuring the programs comply with state and federal rules and regulations, as well as credit union policies and procedures. In addition, this position will be responsible for ensuring accurate and timely processing of payroll for our organization.</p> <p>Location: Park Street Building; 562 Park Street, Jacksonville, FL 32204</p> <p>Major Duties and Responsibilities:</p> <p>Process bi-weekly payroll for hourly and salaried employees.</p> <p>Answer routine questions on human resources policies and procedures for employees.</p> <p>Maintain and support a variety of reports using appropriate reporting tools.</p> <p>Coordinate and present new employee onboarding.</p> <p>Assist in coordinating with all new hires to ensure accurate completion of paperwork and submission of necessary documents.</p> <p>Assist in various daily operations and provide general office support for the HR team.</p> <p>Collaborate with HR team to ensure accurate employee data, benefits, and payroll information, and maintain efficiencies within the payroll system; assisting with any testing of new or revised business process to ensure payroll outputs are accurate.</p> <p>Perform other duties and responsibilities as assigned.</p>

## Knowledge and Skills

### Experience:

Two to Five years of similar or related experience, including time spent in preparatory positions. Advanced knowledge and proficient use of MS Office software; HRIS experience preferred. Strong understanding of payroll regulations, tax laws, and compliance requirements. Experience with payroll systems, specifically ADP or Paycom highly desirable.

### Education/Certifications/Licenses:

A high school degree or GED is required. Some college or completion of specialized certification or training in HR required.

### Interpersonal Skills:

A significant level of trust, credibility and diplomacy is required. In-depth dialogue, conversations and explanations with customers, direct and indirect reports and outside vendors can be of a sensitive and/or highly confidential nature. Communications may involve motivating, influencing, educating and/or advising others on matters of significance. Typically includes subject matter experts as well as first level to middle managers.

### Other Skills:

Ability to maintain confidentiality of sensitive information with the ability to interact professionally with employees at all levels.. Excellent organization and communication skills. Meet tight deadlines and be flexible to work as needed to get tasks accomplished. Highly detail-oriented professional with a commitment to producing accurate, error-free work.

## ADA Requirements

### Physical Requirements:

Is able to bend, sit, and stand in order to perform primarily sedentary work with limited physical exertion and occasional lifting of up to 10 lbs. Must be capable of climbing / descending stairs in an emergency situation. Must be able to operate routine office equipment including computer terminals and keyboards, telephones, copiers, facsimiles, and calculators. Must be able to routinely perform work on computer for an average of 6-8 hours per day, when necessary. Must be able to work extended hours or travel off site whenever required or requested by management. Must be capable of regular, reliable and timely attendance.

#### Working Conditions:

Must be able to routinely perform work indoors in climate-controlled shared work area with minimal noise.

#### Mental and/or Emotional Requirements:

Must be able to perform job functions independently or with limited supervision and work effectively either on own or as part of a team. Must be able to read and carry out various written instructions and follow oral instructions. Must be able to complete basic mathematical calculations, spell accurately, and understand computer basics. Must be able to speak clearly and deliver information in a logical and understandable sequence. Must be capable of dealing calmly and professionally with numerous different personalities from diverse cultures at various levels within and outside of the organization and demonstrate highest levels of customer service and discretion when dealing with the public. Must be able to perform responsibilities with composure under the stress of deadlines / requirements for extreme accuracy and quality and/or fast pace. Must be able to effectively handle multiple, simultaneous, and changing priorities. Must be capable of exercising highest level of discretion on both internal and external confidential matters.

#### Acknowledgment

Nothing in the position description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential

functions. This Job description is not a contract and should not be constructed as a guarantee of employment for any period of time.

We are an Equal Opportunity Employer and do not discriminate against employees or applicants based on race color, religion, sex/gender, national origin, disability, age, or any other category protected by law.

**Education**

A high school degree or GED is required. Some college or completion of specialized certification or training in HR required.

**Additional Comments**

**Credit Union**

RadiFi Credit Union

**State**

Florida

**Contact Name**

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**Expiration Date**

04/30/2025