



Payroll Administrator

Are you looking to work on a great team and for a great cause? Do you have experience with payroll and benefits administration? Are you a systems thinker who loves building processes and procedures that work for everyone? If so, the Alameda County Community Food Bank may be looking for *you* as our next Payroll Administrator.

Under the guidance of the Director of Finance, our Payroll Administrator performs all activities and functions related to the Food Bank's bi-weekly payroll and helps to bring organizational values to life through deep commitment to staff customer service. As a subject matter expert this role supports ongoing process improvement, assists in coaching staff on proper timekeeping and reporting practices, and ensures processed payrolls comply with all regulatory laws and organizational policies. Additionally, they will administrate the Food Bank's HRIS system (Paylocity) — ensuring data integrity, providing reports, and helping troubleshoot third-party vendor integrations.

ABOUT ACCFB

For over 35 years, ACCFB has stood by the unwavering belief that food is a basic human right. Given the high cost of living in the Bay Area, ACCFB serves an immense need: 1 in 4 Alameda County residents is currently experiencing some level of food insecurity resulting from the pandemic and economic fallout. While the pandemic has dramatically shifted how the organization works, it has also expanded the lens for viewing its mission: to help address the widened income, food security and racial equity gaps in the community. With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

KNOWLEDGE, SKILLS AND ABILITIES

Required Competencies

- 5+ years of experience of payroll experience or equivalent combination of education and experience.
- 2+ years of experience on the pay side of benefit administration. Working knowledge of eligibility rules and other regulations.
- Working knowledge of current federal and state laws and regulations pertaining to payroll and timekeeping.
- Demonstrated experience with cloud-based HRIS or customer relationship management systems. Must have the ability to quickly learn and achieve fluency with Paylocity.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities in deadline-driven environment.
- Impeccable attention to detail; able to maintain precision in work product despite interruptions.
- Intermediate to advanced computer skills in MS Office Suite (Word, Outlook, Excel, and PowerPoint).
- Superb judgment; ability to handle confidential information with great sensitivity.
- Strong interpersonal communication skills; effective listener, writes clearly and informatively, seeks clarification by asking questions, knows when to say "I don't know" or ask for help.
- Ability to interact effectively and respectfully with individuals of diverse backgrounds, experiences and personalities; adept at tailoring communication style for a range of audiences and technical abilities.
- Demonstrated commitment to diversity, equity and inclusion, with the ability to serve as an exemplar for the organization's values and foster an inclusive and respectful workplace.
- Ability to establish credibility, trust and partnership at all levels of an organization.
- Critical thinker with highly developed planning, analytical and creative resolution skills.
- Successful track record of executing projects independently from conception to completion
- Self-directed; able to take initiative and work effectively both independently and within a team.

Preferred Qualifications

- Experience with Paylocity.
- Experience training individuals and groups of all sizes, relaying technical and dry information to non-technical staff in an engaging and easy to understand manner.
- Experience in a nonprofit environment with a variety of stakeholders deeply rooted community values.
- Understanding of (or interest in learning about) the role payroll policy and procedures can play in creating just and equitable organizations and dismantling institutional frameworks rooted in white supremacy.
- Certified Payroll Professional (CPP) designation, or interest in becoming certified.

PERSONAL ATTRIBUTES AND VALUES

- Passion, enthusiasm, focus, and creativity around Alameda County Community Food Bank's vision, mission and values of community, leadership, transparency, innovation and diversity.
- Demonstrates humility, integrity and honesty; inspires the trust of others.
- Contributes to building a positive team environment; gives and welcomes feedback; shows desire to learn and grow, both personally and professionally through this work.
- Highly motivated self-starter and a quick learner; strong work ethic with an orientation toward innovation and process improvement.
- Demonstrates respect for cultural differences and sensitivity to organizational power dynamics.
- Exhibits grace and is able to remain calm in high-pressure situations.
- Sense of humor deftly combined with a roll-up-your-sleeves, can-do attitude!

PHYSICAL REQUIREMENTS

This work is located in an office environment. Physical activities necessary in the performance of this job include the abilities to: sit and work at a computer workstation for up to five hours at a time; move throughout the 118,000 sq ft. Food Bank facility in performance of duties; bend, lift and carry up to 30 lbs. on occasion; communicate in clear speaking voice in person, before large groups and over the phone; and access transportation for team errands and occasional travel to local events and meetings with external parties.

BENEFITS AND COMPENSATION

This is a full-time, non-exempt position working Monday through Friday, 8:30 a.m. to 5:00 p.m. (one-hour unpaid lunch, a 37.5 hour work week). The non-negotiable starting hourly wage is \$37.48 per hour (approximately \$73,000 per year). We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up to Blue Shield PPO option available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off, starting at: 10 vacation days, 12 sick days, 11 holidays, and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Employer-paid life, A&DD & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Free ongoing 1:1 financial coaching and a short-term loan program without interest, service fees and/or credit requirements.

If you meet these qualifications and want to join our mission, please send your *resume* and answer the application questions on our Careers page located at accfb.org/careers.

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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