

HR / Payroll Manager
South Coast Children's Society, Inc.

Date: 6/10/09

Job Title: HR / Payroll Manager

Mission: Committed to the healing, growth and restoration of children and families.

About the Organization: South Coast Children's Society, Inc. (SCCS) was founded in 1984 in response to Orange County's growing number of abused, neglected, and/or abandoned children and youth. SCCS has over seven programs serving the five southern most counties in California by providing a continuum of care from prevention and early intervention to residential intensive programs. SCCS is committed to the healing, growth, and restoration of children and families by providing: emergency or long term shelter; individual, group, and family counseling; intensive behavior modification; independent living skills training; medication management; occupation and recreation therapy; and education to provide the framework for a positive future. Over 15,000 lives have been impacted by SCCS services since inception and all clients are treated regardless of ability to pay, religious affiliations, race, or ethnicity. As a fully licensed and registered non-profit, SCCS receives funding through county grants and private donations.

About the Position: The HR/Payroll Manager oversees all aspects of Human Resources and Payroll Processing.

Incumbent must possess a strong HR and Payroll background, and demonstrate the ability to work well with all levels of personnel as well as outside entities (legal counsel, insurance brokers and county/state officials). Successful candidate shall possess excellent oral and written communication skills and demonstrate the ability to be flexible, yet firm, and, consistent, yet understanding. The HR/Payroll Manager should have strong customer service ethics.

Responsible for planning, developing, implementing and administering the organization's human resource functions including employment, compensation and benefits, employee relations, equal employment opportunity, affirmative action, training, performance management, and human resources policies and procedures. Advises organization management on human resources policy and program issues. Manages human resources staff. Responsible for creating and maintaining HR files which must be properly documented for all trainings and licenses, and which are subject to frequent program audit.

Qualifications: GENERAL REQUIREMENTS:

A. Education/Experience

BA in Human Resources or related field.

8-10 years of experience in Human Resources.

B. Licensure, Registration, Certification Preferred

HR Certification - SPHR[®] (Senior Professional in Human Resources). Valid driver's license.

C. Physical Requirements:

Stand, sit or walk up to six (6) hours, and sit up to two (2) hours. Lift and carry up to ten (10) pounds

(charts, records), and possess the body flexibility to perform the following: bending, reaching, stooping, standing, and climbing stairs.

SPECIAL KNOWLEDGE or SKILLS:

1. Ability to interact professionally with other disciplines in the organization.
2. Able to communicate clearly, both verbally and in writing.
3. Must be detail oriented and have the ability to complete documentation in a timely manner.
4. Excellent time management, organizational and follow through skills.
5. Experience with working with people over the phone.
6. Must be proficient in Microsoft Word, Excel and Microsoft Outlook.
7. Must be expert/extremely proficient with Intuit Payroll and QuickBooks.

Compensation: DOE

To Apply / Contact Information: Email Sandy Peffer at speffer@sccskids.org with resume, cover letter, salary requirements, and experience with Intuit Payroll.

Deadline: Until filled.