



Nutrition. Education. Financial Empowerment.

Job Announcement

Payroll/ Human Resources Assistant

FoodChange's mission is to improve lives through nutrition, education and financial empowerment. Founded in 1980, FoodChange provides nutritious emergency meals to New York City's hungry children and adults. Our education programs improve the nutrition knowledge of low-income people of all ages and strive to make wholesome eating a daily reality for all New Yorkers. And, we increase people's financial means by helping them access and secure federal income-support benefits and offering workforce development programs.

We are seeking an individual to provide support for all payroll and human resources operations of the organization.

Essential duties and responsibilities include the following:

- Assist in processing payroll: calculate and enter hours; process payroll deductions (mandatory, voluntary, pre-tax or post-tax); distribute payroll; process personnel action forms
- Respond to employment and wage verification requests and other income related inquiries from external agencies
- Assist in recruiting – posting ads, (internal and external), screening resumes, preparing offer letters, etc.
- Assist in conducting new employee orientation
- Coordinate special Human Resources events, employee bulletins and reports.
- Handle various clerical duties including filing.
- Maintain both payroll and human resources related files.
- Maintain both payroll system and HRIS
- Assist with day-to-day administration of payroll and human resources
- Liaison with staff on any human resources and payroll related issues.
- Assist when needed with backing up the reception area.

Qualifications:

Bachelor's Degree in business preferred along with two (2) years experience in Human Resources and Payroll. Must possess ability to handle matters of a sensitive nature with discretion and maintain confidentiality. Must be detail-oriented and able to establish priorities and a course of action for handling multiple tasks. Must have strong background in Microsoft Office and ADP payroll software.

Salary commensurate with experience and qualifications. We offer excellent benefits. E.O.E.

Please send a cover letter and resume to:

FoodChange-Human Resources (Payroll/HR Assistant)

39 Broadway, 10th Floor

New York, New York 10006

Or e-mail to: jobs@foodchange.org / fax to: (212) 616-4990

Posted 09/12/06