



**Job Posting**  
**Payroll & Human Resources Coordinator**

The Hudson Valley Farm Hub (HVFH) is a non-profit center for resilient agriculture located in Ulster County, New York. Founded in 2013, HVFH is dedicated to fostering an equitable and ecologically resilient food system in the Hudson Valley. We provide professional farmer training, host and conduct research, cultivate language justice, and support food access efforts in the region through food donations and innovative mission-aligned programming. We grow grains, cover crops, and vegetables with production taking place year-round across 1500 acres of farmland and a suite of greenhouses. A diverse, multi-lingual staff of 55 full-time employees serve in varied roles in areas of administration, farm operations, and programs.

**Position Summary**

We are seeking an experienced payroll professional with a proven ability to accurately manage complex data to serve as our Payroll & Human Resources Coordinator. Reporting to the HR Manager, the Payroll & Human Resources Coordinator supports the overall mission and goals of the Hudson Valley Farm Hub (HVFH) by playing the critical role of administering payroll tasks processes and supporting the full spectrum of human resources activities in collaboration with the HR Manager. This individual's primary responsibility is to carry out finance related activities within the HR Department and to liaise between the HR and Finance Departments to ensure proper accounting around payroll and benefits. In addition to administering payroll on a weekly basis, he/she/they support(s) the HR Manager to administer HVFH's suite of employee benefits, with an emphasis on tracking invoices, preparing calculations, and ensuring compliance.

HVFH is currently in the process of assessing, improving, and growing its HR and finance related functions and roles. The Payroll & HR Coordinator will have the opportunity to contribute to the development of new processes, including the selection of a new Human Resources Information System and integrated payroll platform. The ideal candidate will have payroll and benefits administration experience in a non-profit setting, enthusiasm for helping to create new systems while collaborating with colleagues through organizational transition, and a commitment to our values of equity and ecological resilience.

In the fall/winter of 2021, the HR Manager will be on parental leave. During this time, the Payroll & HR Coordinator will support the Associate Director, Organizational Culture and Development and a contracted HR consulting firm, to administer the full spectrum of HR functions. This is an on-site position located at the HVFH office. Due to COVID-19, on-site and remote work protocols are subject to change and positions may be designated for remote status as deemed necessary.

## **Responsibilities**

### **Payroll Coordination**

- Receive and review employee timesheets and paid time off requests, verifying for accuracy
- Calculate and prepare relevant data for payroll processing, including tracking employee deductions and allocating relevant benefits premiums as additional taxable income
- Prepare calculations related to employee pay, including loan repayments and contributions to employee and employer funded retirement accounts
- Interface with payroll provider, including updating information related to deferrals/withholdings, promotions, transfers, adjustments, terminations, and new hires
- Interface with retirement plan vendors, including tracking employee eligibility and entry dates and preparing employee census for retirement plan audit
- Liaise between the Finance and HR Department, with emphasis on facilitating the delivery and receipt of finance-relevant HR information
- Maintain accurate and up-to-date files as related to payroll, time off, deductions/withholdings, and benefits invoices
- Collaborate with the Finance Department to ensure compliance with organizational policies, agricultural and relevant regulations, tax, and deduction laws
- In addition to the HR Manager, act as a point of contact for employees and applicants for payroll, paid time off and other benefits questions

### **HR Coordination**

- Collaborate with the HR Manager to craft employee communications, distribute timely information regarding employee benefits, and develop new systems and processes
- Assist HR Manager with maintenance of personnel files and other human resources records, ensuring their confidentiality and integrity
- Collaborate with the HR Manager to perform periodic audits of HR files and records to ensure that all required documents are collected, completed, and filed appropriately
- Assist with liaising with the HVFH Language Justice Team to arrange English-Spanish interpretation and translation for HR activities and documents as needed
- Assist with maintaining employee access to HVFH benefits plans, policies, and forms
- As needed, support HR Manager with hiring, onboarding, trainings, termination, and full range of HR department activities
- Assist with special departmental projects; support activities to enhance employee experience, facilitate team building, and conduct organizational development processes
- Document workflows and regularly update said documentation to develop and maintain process guide for payroll and other HR processes
- Perform other duties as assigned

## **Required Qualifications**

- At least three years of experience in a payroll coordinator or similar role in a human resources department
- Experience with Paychex and/or other payroll software applications

- Knowledge of payroll, benefits, and accounting regulations, including FLSA legislation and federal and state tax regulations as they relate to payroll and benefits administration
- Knowledge of and experience with benefits administration and familiarity with full spectrum of HR responsibilities
- Analytical mind, demonstrated attention to detail, strong math skills, and proven ability to manage complex data with accuracy
- Proficient with Microsoft Office Suite, especially Excel (including formulas, data, pivot tables); familiarity with Dropbox or other document management application
- High level of comfort navigating and learning new technologies and IT applications
- Demonstrated ability to identify, propose, implement process improvements
- Excellent interpersonal skills; high degree of judgment, discretion and confidentiality
- Excellent verbal and written communication skills
- Strong organizational and time management skills
- Demonstrated ability to foster a work environment of mutual respect, team building, and collaboration; committed to continuous improvement and a culture of learning
- Flexible, problem-solving with ability to adapt to changing demands and priorities
- Commitment to the HVFH's mission and values of equity and ecological resilience
- Proficiency in English (written and verbal)

### **Preferred Qualifications**

- Proficiency in Spanish (verbal and written), strongly preferred
- Proficient with or the ability to quickly learn how to navigate and administer a human resource information system (HRIS)
- Knowledge of agricultural labor regulations, including the Farm Laborers Fair Labor Practices Act which went into law on January 1, 2020
- Familiarity with agriculture and an enthusiasm for a working farm office environment
- Experience in nonprofit, mission driven organization
- Experience using task and project management applications such as Asana
- BSc/BA in accounting, finance or relevant field a plus

The Payroll & HR Coordinator is a full-time, salaried, exempt position. We offer a competitive salary and benefits package. As an Equal Opportunity Employer, the Hudson Valley Farm Hub is committed to creating an inclusive workplace that respects and values diversity of cultural, ethnic, and experiential backgrounds. We welcome applicants of all races, ethnicities, national origins, genders, sexual orientations, and differently-abled people.

Please email a resume and a cover letter to Michelle Romero, HR Manager, [hr@hvfarmhub.org](mailto:hr@hvfarmhub.org). Applications will be accepted and reviewed on a rolling basis, with priority review given to applications received by Thursday, August 12, 2021.