



**February 12, 2018**

## **Payroll/HR Coordinator**

**Position Summary:** The Payroll Coordinator handles all payroll related functions of the organization. The Payroll Coordinator is responsible for gathering all required payroll data, including timesheets, W-2 forms, direct deposit forms, I-9 forms, and tax filing documents. The Payroll Coordinator must regularly update this data, track down any missing timesheets or web punches not approved in a timely manner, and resolve any issues or other payroll concerns. This includes processing payroll, taxation forms and benefits, as well as maintaining employee data, handling payroll questions and completing any other tasks necessary for monitoring and overseeing a company's payroll process. Payroll Coordinators work in conjunction with and support the human resources department. In order to support the human resources department, the Payroll Coordinator completes data entry of new hire setups and also inputs all employee data and payroll records. All other duties assigned. **EOE**

**Job Requirements:** Bachelor's Degree preferred with one to three (1-3) years'. Associate's Degree considered with minimum three (3) years' experience or High School diploma considered with five (5) years' experience in human resources, payroll, and or accounting field.

- Have working knowledge of online Paychex payroll systems - Paychex Preview Payroll, Time & Attendance, and Human Resources.
- Must be able to work independently and self sufficiently
- Computer skills required including working knowledge of Microsoft office.
- Knowledge of CT Wage and Hour Laws.
- Available to work evenings or weekends as required.
- Valid Connecticut Driver's license, current Car insurance and registration with clean driving record is required.

**Please forward letter of intent along with updated resume to:**

**Angel Cyr**  
**Human Resource Recruiting Coordinator**  
**Fax (203) 777-9645**  
**or**  
**Email: [Acyr@continuumct.org](mailto:Acyr@continuumct.org)**