



## Human Resources/Payroll Generalist

### The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that expands housing choices for over 4,300 qualified families who have historically been excluded from housing in well-resourced neighborhoods, helping them to transition successfully to safe, healthy and economically vibrant communities. The families we serve are transitioning from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP is seeking a Human Resources/Payroll Generalist (HR/Payroll Generalist) who is aligned and highly dedicated to the mission above and experienced in nonprofit or government human resources operations. The HR/Payroll Generalist will play an integral role in our continued growth and success. Under the supervision of the Financial Operations Director, the HR/Payroll Generalist is responsible for a variety of daily operations including payroll processing, HRIS management, assisting with benefits administration, as well as HR reporting and special projects. This is an outstanding opportunity for someone who is passionate about strong administrative processes that benefit BRHP team members and who has the ability to work both independently and collaboratively, while also prioritizing a diverse workload.

### Essential Duties and Responsibilities

*The below statements are intended to describe the general nature and scope of work for the Housing Data Analyst position. This is not a complete listing of all responsibilities, duties, or skills required.*

- Initiate and process semi-monthly payroll.
- Implement, maintain, and review payroll processing system to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, and taxes.



- Prepare and maintain accurate records and reports of payroll transactions.
- Ensure compliance with federal, state, and local payroll, wage, and hour laws, taxes, and best practices.
- Review timesheets for accuracy and completion, including following up with employees.
- Ensure accurate and timely processing of new hires and terminations, employee salary and status changes, and other updates in the HRIS, benefits management systems, and other relevant systems.
- Respond to employment verification requests.
- Respond to wage garnishment requests.
- Reinforce company culture and values and works to support a positive work environment and morale among staff.
- Enforce company policies and work to reduce company threats and liabilities.
- Assist with administration of leaves of absence (FMLA, parental, LTD/STD, workers comp, etc.).
- Assist in developing departmental goals, objectives, and budget.
- Keep up to date with the latest HR trends and best practices.
- Maintain confidentiality and security of all employee and proprietary company information.
- Participate in special projects and initiatives and provide Special support to the Financial Operations Director as needed.
- Other duties as assigned.

### Required Qualifications

- Bachelor's degree from a regionally accredited institution in Human Resources, Business Management, Public Policy, or a closely related field and a minimum of four (4) years proven experience as a human resources generalist and payroll representative sufficient to successfully perform the essential duties of the job such as those listed above
- Understanding of federal, state, and local employment laws, taxes, and regulations
- Extensive knowledge of payroll processing including preparation, balancing, internal control, and payroll taxes
- Proficient with payroll software and HRIS
- Skilled in MS Office Suite (Excel, PowerPoint & Word)
- A high degree of discretion, professional ethics, and judgment in confidential matters and information
- Ability to communicate the BRHP culture and support an engaged work environment
- Strong attention to detail, excellent communication, excellent customer service

- Ability to analyze problems, gather pertinent data and recommend solutions
- Ability to maintain composure and good judgment when dealing with deadlines, dissatisfied employees, or a fast-paced environment
- Ability to multi-task and adapt to changing priorities as needed
- Desire to work as a team with a results-driven approach
- Ability to analyze programs, policies, and prepare clear and concise administrative reports
- Willingness and desire to work within a small team and take on additional tasks as needed

### Preferred Qualification

- PHR or SHRM-CP certification desired
- Payroll certification desired

### Special Requirements

- Honesty and integrity
- Professional behavior and respect for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new processes
- Track record of reliable attendance and punctuality
- Strong work ethic
- Ability to work in a fast-paced environment and to handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population

### How to Apply

- Submit a cover letter and resume tailored to the HR/Payroll Generalist opportunity to [resumes@brhp.org](mailto:resumes@brhp.org). Applications without cover letters will not be reviewed. Applications are reviewed on a rolling basis, so please apply at your earliest convenience and no later than January 22, 2021.
- Job Type: Full-time, exempt
- Salary: \$65,000-\$68,000 annually plus competitive benefits package
- For more information about the organization, visit [www.brhp.org](http://www.brhp.org)