Community Initiatives
Human Resources/Payroll Associate

Description

Community Initiatives is an Oakland-based nonprofit service organization providing over 100 nonprofit projects with fiscal sponsorship services including tax-exemption, accounting and financial oversight, risk management and insurance, legal compliance, grants management, payroll, and human resource services. Our fiscally sponsored projects (FSPs) represent all nonprofit sectors—arts and culture, education, environment, health, human services, and public affairs. While many of our projects are in the San Francisco Bay Area, others operate in various states and international locations.

The HR/PR staff position is a part-time 0.8 full-time equivalent (FTE) designed to work 32-40 hours weekly. It is a hands-on growth position responsible for the accurate and timely provision of services to support and enhance the Community Initiative’s payroll and employee processes. The Staff Position is designed to function 50% with Human Resources and 50% with Finance (payroll) and will also help support the various projects sponsored by Community Initiatives. The position will report to the HR Business Partner.

KEY RESPONSIBILITIES INCLUDE:

- Support the payroll process
- Support the employee benefits process
- Help support the accounting month-end close process as needed
- Prepare special reports as requested
- Be trained to provide support for the payroll processing function
- Provide backup and cross training for accounts payable and accounts receivable
- Record retention including scanning and filing personnel data
- Help process employee onboarding packets
- Help process employee departures
- Special Assignments, other duties as assigned

QUALIFICATIONS:

- A Bachelor’s degree is desirable
- Experience in payroll preferred
- Experience in working with employee benefits preferred
- Experience working with unemployment insurance or CA EDD preferred
- Non-profit experience preferred
- Must be proficient in Microsoft Excel and skilled in using other Microsoft applications (e.g. Word and Outlook)
- Experience with enterprise accounting software; experience with Paylocity a plus
- The candidate will have excellent oral and written communication skills and attention to detail
- Demonstrated ability to work collaboratively in a team-oriented environment and exceptional client service skills are required
- The ideal employee will be a self-starter with the skills to work independently with minimal supervision and with the ability to manage multiple projects and deadlines simultaneously
- The individual must also be positive, dedicated to nonprofit service, and comfortable with change
- Must be able to retain/work with highly confidential information
Working for Community Initiatives

This is a full-time position that includes employee only benefits and a competitive salary commensurate with experience. This position is currently remote during the COVID pandemic but will be located at our office in Oakland when safely possible. There is the possibility of working remotely one or two days a week post-COVID. COVID vaccination or regular testing may be required.

CI offers a comprehensive benefits package including:
- Fully paid medical, dental and vision
- 401k and 3% employer match
- Basic life insurance, AD&D, STD & LTD
- 2 weeks of paid vacation
- 12 days of paid sick leave
- 11 paid holidays
- 4 floating holidays

Application Instructions

Interested candidates should submit a resume and cover letter with salary requirements to jobs@communityin.org

Equal Employment Opportunity

Community Initiatives is an equal opportunity employer and gives consideration for employment to qualified applicants without regard to age, race, color, religion, creed, sex, sexual orientation, gender identity or expression, national origin, marital status, disability or protected veteran status, or any other status or characteristic protected by federal, state, or local law.