Career Development Center
New York Early Childhood Professional Development Institute

Human Resouces And Payroll Administrator

Union Settlement Association, Inc.

New York, NY 10029

Other | Full-time | Onsite | $60,000 - $70,000 a year

Posted on March 6, 2026

Organization Statement

Organizational Summary

Union Settlement is an East Harlem based nonprofit organization founded in 1895. For 130 years, Union Settlement has provided critical and innovative programming to children, youth, families, and older adults. As a pioneer of the settlement house movement, Union Settlement continues to meet the needs of the ever-changing East Harlem community through its core programs. Through these programs, New Yorkers gain opportunities, develop skills, and become empowered to pursue and achieve their dreams.

Today, Union Settlement provides services through 33 program sites in approximately 28 locations. Strengthened by a dynamic, diverse, and collaborative workforce of more than 350 employees, Union Settlement also serves as a connector, convener, and advocate for East Harlem and its partners. To learn more about Union Settlement, visit www.unionsettlement.org

Job Description

Position: Human Resources and Payroll Administrator

Department: Executive

Reports to: Director, Human Resources & Employee Experience

Hours: Full-Time

Salary: $60,000 - $70,000

FLSA: Exempt

Location: On-site; with potential for some remote work 1 day a week

Position Summary:

Come join us as we build our team and make your mark on collectively creating the next level of Union Settlements' employee experience laser-focused on "moments that matter" and an "irresistible culture".

The Human Resources and Payroll Administrator is responsible for the timely and accurate processing of employee payroll, including collection, review, input, edit, output and verification, records maintenance, and reporting of payroll data. The position serves a dual function supporting HR administration functions in the areas of employee records, recognition activities, audit management and management reporting. They will lead data analytics functions, enabling the process of turning data and processes into metrics, measurements, and reports that support the human resources function of the organization. The Human Resources and Payroll Administrator will be an active contributor to the HR Team supporting sound planning, development, implementation and improvement of systems, programs, services and training related to human resources and payroll.

Responsibilities

Responsibilities:

Payroll

- Responsible for the processing of biweekly payroll for up to 350 employees from input to delivery (new hires, transfers, promotions, terminations and follow up).
- Accurately process all related payroll transactions and changes (direct deposits, wage garnishments, benefits, loans, retirement accounts, union dues, incentives, COLA's, etc.).
- Address payroll related inquires; coordinate and interact with vendors, financial consultants, and federal and state agencies on issues pertaining to employee compensation, garnishments, benefits, etc.
- Ensure data and deduction alignment across internal and external systems (medical/dental, timecards, union dues, retirement plans, etc.) thru audits.

- Create and send communications related to compensation, payroll, and updates to processes and legislation.
- Interpret, educate and counsel on payroll policies; ensure fair and consistent application of policies, procedures, and laws.
- Make discretionary decisions related to submissions, holds, authorizations, and further guidance.
- Create system workflows and rules such as PTO policies, accruals, codes, and status.

Reporting and Audits

- Generate a variety of reports or queries utilizing appropriate reporting tools.
- Prepare and/or coordinate quarterly and year-end reports with accuracy and completeness (W-2's, EEO-1, DOL, BLS, FLSA, and ACA).
- Perform complex, in depth analyses on headcount, attrition, historical compensation spends, and promotions.
- Work with HRIS/Payroll provider in research and resolution.
- Manage payroll data or benefit-related audits to ensure compliance with legal and funding requirements.

Benefits Administration

- Support management and tracking of PTO (sick and vacation) and leave of absences, disability and family medical leave requests.
- Respond to benefits programs inquiries and administration including eligibility of medical, dental, vision, life/accident/disability insurance, EAP, and wellness initiatives, policies and guidelines.
- Support employee leaves of absence inquiries and administration including FMLA, disability, and worker’s compensation.
- Partner with the Finance team to ensure timely payment of monthly premiums, compensation, and reimbursement procedures as needed.
- Administer enrollments, terminations, and changes.
- Responsible for the reconciliation and timely payment of all benefit invoices, including quarterly audits of all carrier websites; assist in all phases of the open enrollment process.

- Serve as a liaison between staff and pension/retirement administrator; support processing of distributions.

Human Resources Administration

- Maintain data integrity in external and external systems.
- Support employee file management and information requests as needed (ex. file structures, search files).
- Complete employment verifications; prepare letters.
- Support facilitation of training for employees targeted at compliance and understanding of related policies.
- Accurately tracks and processes HR documents and information requests and follow up as needed.
- Recommend strategy and process improvements relating to employee life-cycle processing.
- Ensure compliance with local, federal and state regulations; stay current on evolving laws and best practices.
- Use metrics and models to understand and analyze current trends and predict future trends.
- Adhere to strict confidentiality requirements and protection of sensitive data.
- Provide back-up support functions in any of key departmental areas as necessary.
- Participate on committees, perform special projects, and other duties based on organizational needs.

Qualifications

Qualifications:

- Bachelor’s degree in Human Resources, Business, or Organizational Development or equivalent and/or HR professional certification (APA, PHR, SPHR, SHRM-CP, SHRM-SCP) ideal; equivalent combination of experience and education may be considered with experience.
- Minimum of 2-4 years of progressive payroll experience.
- Must have knowledge of office administrative procedures, payroll regulations, human resources law and practices; employee benefit programs a plus.
- Advanced knowledge of various computer applications (word processing, spreadsheets, database, presentation software, ATS/HRIS – ADP Workforce Now).

- Demonstrated ability to streamline workflow processes and make appropriate recommendations.
- Ability to engage employees and collaborative partners; listen to feedback and resolve concerns.
- Must be dependable and detail-oriented among multiple priorities.
- Ability to exercise poise, tact, diplomacy and handling of sensitive and confidential information.
- Analytical ability to gather and summarize data for reports.
- **Minimum Education Level:** Bachelor's Degree
- **Preferred Education Level:** Bachelor's Degree

Application Instructions

Please apply using following link: Current Openings | Recruitment

Additional Information

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER