



PAYROLL AND BENEFITS COORDINATOR

Position Description

The Legal Aid Society of Greater Cincinnati seeks to hire a full-time Payroll and Benefits Coordinator to support the organization by accurately processing payroll and partnering with the Administrative and Finance teams to provide reporting, benefits administration, employee relations, and HRIS management. Responsibilities include working with third-party payroll and benefit vendors and assisting the Administrative and Finance teams supporting our Cincinnati and Hamilton offices.

Legal Aid is a non-profit law firm dedicated to reducing poverty and ensuring family stability through effective legal assistance. Legal Aid provides civil legal services in seven counties in Southwest Ohio.

Visit our website: lascinti.org

Roles and Responsibilities

- Complete full-cycle, bi-monthly, multi-company payroll for approximately 100 employees.
- Process payroll adjustments, including retroactive payroll, bonuses, and other exceptions.
- Review and verify timekeeping information for all hourly employees for completeness and accuracy prior to processing.
- Audit/process employee maintenance across HRIS, benefits, and accounting systems.
- Ensure compliance with federal, state, and local laws and regulations related to benefits and payroll.
- Administer benefit plans including enrollments, terminations and changes related to medical, dental, vision, COBRA, FSAs, life insurance, accident & disability, and retirement savings accounts.
- Set up, communicate, and process the annual open enrollment event.
- Administer leave of absence requests, including FMLA, and other leaves of absence programs.
- Assist with the interview and onboarding process, including coordinating pre-employment screens, interviews, and orientation.
- Respond to employee inquiries regarding HR issues or concerns, including employee benefits and provisions of the Collective Bargaining Agreement and Personnel Policies.

Qualifications

- 2-5 years of experience with payroll processing
- 3 years of experience with benefits administration
- Bachelor's Degree in accounting or related field, or relevant experience in place of degree
- Desire to take ownership and drive results
- Knowledge of various systems and related technologies, including HRIS and other HR systems. Experience with ADP Workforce Now is considered a plus.
- Technical proficiency in MS Office Suite, particularly Excel
- Highly process-oriented; able to develop, initiate, and closely monitor processes.
- Must demonstrate strong written and verbal communication skills with a focus on providing outstanding customer service.

Compensation and Benefits

The annual salary is \$55,000 or more, depending on experience. Legal Aid offers an excellent benefit package, including health, dental and vision insurance, retirement plans, generous PTO, substantial training opportunities, mileage reimbursement and a professional work environment.

Application Process

Applicants should submit all items listed below via Legal Aid's ADP platform: <http://bitly.info/job>

1. Cover letter explaining the reasons for your interest,
2. Current resume, and
3. Contact information for three professional references.

Interviews will be arranged by Legal Aid Society. Please do not call.

The Legal Aid Society is an Equal Opportunity Employer. We encourage all qualified applicants to apply. Legal Aid offers reasonable accommodations in the hiring and employment process. If you need assistance, you may request an accommodation.