**Payroll & Human Resources Coordinator   
FES**

**Why Join Us?**

At FES, we hire the most talented people for our teams. We have a passion to provide support to communities and nonprofit organizations so they can succeed in fulfilling their missions. We support those who serve others!

**What you’ll do!**

Our **Payroll & Human Resources Coordinator** hasa welcoming personality and helpful nature. This versatile, detail oriented Coordinator works autonomously and efficiently to ensure the smooth running of Payroll and Human Resource functions. The Payroll & Human Resources Coordinator assists with the semi-monthly payroll process and functions, recruitment and hiring of talent, coordination of all new hire paperwork and onboarding process, and ensures compliance with state and local laws.

**What You’ll Need!**

* Bachelor’s degree in Human Resources or related field of study is desired, a minimum of an Associate of Arts degree is required.
* Experience may be substituted for the education
* Up to 2 years’ experience in Human Resources or talent acquisition.
* Up to 3 years of Customer Service experience.
* Previous payroll experience required.
* Familiarity with computer based human resource and payroll information systems such as ADP preferred.
* Well-developed team skills, unquestioned integrity, and the experience, confidence and presence to effectively handle interpersonal relationships and sensitive issues.
* Superstar written and verbal communication skills.
* Strong work ethic, organizational skills, with a high attention to detail.
* Successful completion of a background investigation is required.

**What We Offer!**

* Support. We’ll provide a positive environment and provide you the tools for success.
* A fun Casual Work Environment.
* We value a Work Life Balance.
* We reward candidates by offering competitive pay.
* Benefits! (Medical, Dental, Vision, Life Insurance, and two retirement benefits with a **100% 401(k) match!**)
* Want to continue your education? We can help with that! We offer tuition reimbursement up to $5,250 per calendar year.
* Ready for a vacation? Well, you are in luck! We provide employees with 10 paid holidays and 12 days of vacation.

**Who We Are!**

FES is a nonprofit foundation that provides support to communities and nonprofit organizations so they can focus on fulfilling their missions. For over 30 years, FES has served the needs of those who serve their communities such as hospitals, schools, and other nonprofit organizations. We help these organizations with a professional image and promotion, with IT security, and with setting up their networks or their websites. Our mission is to help you focus on yours.

Our experience gives us a unique understanding of the needs of the non-profit community along with the ability to develop time-saving, cost-effective solutions.

We're here to help. Our goal is to simplify life for the clients we serve.

If you are interested in joining one of our mission-driven teams, apply today and submit your resume, cover letter on our ADP WorkforceNow site at <https://bit.ly/2voWbLv> or send via email to [hrd@fes.org](mailto:hrd@fes.org). Visit our website at [www.fes.org](http://www.fes.org).

*FES take affirmative action to insure that applicants with job related qualifications are employed and employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability.*

Equal Opportunity Employer