



JOB DESCRIPTION

Title	HR Payroll & Benefits Specialist
Purpose	Specialize in payroll and benefits processing. Support recruitment and onboarding needs. Assist with various administrative tasks and support the department's daily activities.
Reports To	Human Resources Manager
Position Clarification	Part-time (20 hours/week), non-exempt. <i>[The work schedule is flexible and will be determined at the time of hire based on employee and employer's needs; but must be between 8 am – 5 pm, Monday – Friday, in our Office, and no less than 4 hours per day. Working Tuesdays and Wednesdays is required due to payroll processing deadlines.]</i> Benefits eligibility based on actual hours worked.
Location	Peace Coffee Office & Roastery, 2801 21st Ave S, Ste 130, Minneapolis MN 55407.
Travel	Minimal (occasional local travel to coffee shops in the metro area)

Job Responsibilities

Essential Duties (95%)

- **Payroll and Benefits (50%)**
 - Prepare and process bi-weekly payroll via ASCENTIS software, in coordination with HR Manager. Coordinate quarterly and year-end processes and monitor software updates/impact. Serve as internal expert on corresponding software.
 - Coordinate various employee benefit programs, such as group insurances, 401(k), COBRA and ACA tracking.
 - Coordinate employee leaves of absence.
 - Maintain HR Databases, including accurately entering data from a variety of sources (paper, electronic files, etc.) into internal database systems, update existing data as needed, ensure and maintain the confidentiality and timeliness of the data.
 - Ensure payroll and benefit compliance and resolve issues in a timely manner.
 - Produce reports and complete industry surveys as requested.
- **Recruiting & Onboarding Support (30%)**
 - Assist the hiring process by coordinating job postings, reviewing resumes, and performing telephone interviews and reference checks.
 - Manage job applicant tracking data and processing; serve as internal expert on applicant tracking software (ASCENTIS).
 - Assist with employee onboarding, including preparing new employee paperwork and meeting with employees.



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- **HR Administrative Tasks (15%)**

- Create and maintain personnel files in compliance with applicable legal requirements and department needs.
- Respond to employees' HR queries and resolve issues in a timely and professional manner.
- Assist with completing and reporting workplace injury claims with worker's compensation company. Track data and complete OSHA reporting.
- Participate in organizing company employee events and recognition.
- Support department projects as needed.

Non-Essential Duties (5%)

- Other duties and responsibilities as assigned.

Qualifications

Skills & Experience:

- Minimum of 2 years of related experience; with experience in processing payroll and benefits administration, required.
- Post-secondary degree (Associates Degree or higher) in a related field, required.
- High proficiency with computer programs including Microsoft Word, Excel, Google Drive and Gmail required. Fast and accurate typing and data entry skills are required.
- Experience using databases required, previous experience working with ASCENTIS or other payroll software is a plus.
- Good understanding of labor legislation and human resource practices.
- Experience managing employee leaves of absences and worker's compensation highly preferred.
- Experience supporting applicant tracking and onboarding preferred.
- Ability to thrive in an independent, self-directed environment that also has a strong ethic of teamwork and collaboration.
- Ability to coordinate multiple tasks, manage details, ensure the highest level of accuracy and timeliness in a fast paced and changing work environment.
- Exceptional attention to detail and superb organizational skills.
- Willingness to embrace growth, change and to be flexible with evolving processes and technology.
- Ability to be flexible while working on multiple tasks at once.
- Strong written and verbal communication skills.
- Ability to work in a professional environment and maintain strict confidentiality of the work required.
- Passion for Peace Coffee's mission and values.

Physical Requirements

- This job operates in a clerical office setting, routinely using standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
- This role requires the ability to sit or stand at computer for extended periods of time.
- This role also requires the ability to lift files, open filing cabinets and bend or stand as necessary to access files.



JOB DESCRIPTION

Peace Coffee's mission is to make exceptional-tasting, fair-trade organic coffee that sustains the livelihoods of the people who grow, roast and sell it; preserves and protects the environment that produces it; and delights the taste buds of the people who drink it.

Peace Coffee provides equal employment opportunity to all individuals, regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Peace Coffee will provide reasonable accommodations for qualified individuals with disabilities.

To Apply

Please email a resume, cover letter and your availability to jobs@peacecoffee.com with "Applicant for HR Specialist" and your name in the Subject Line. No phone calls please. Application materials can alternatively be sent to/dropped off at our office located at: 2801 21st Ave S, Ste. 130, Minneapolis, MN 55407. **Preference will be given to qualified applicants who apply by May 22, 2019.**