JOB POSTING

TITLE: Payroll & Finance Coordinator
DEPARTMENT: Human Resources

SUMMARY:
Reporting to the Human Resources Director and Controller, the Payroll & Finance Coordinator is responsible for overseeing all payroll and benefit administration functions for the library. The incumbent will also provide administrative support to the finance department.

RESPONSIBILITIES:

Payroll/Human Resources:

- Conducts all aspects of the biweekly payroll process with oversight and input from the Human Resources Director and Controller;
- Performs regular benefits reconciliation, ensuring that billing corresponds with correct payroll deductions;
- Generates biweekly and ad hoc employee demographic, financial, and benefit reports as needed;
- Advises on and resolves staff issues relating to payroll and benefits administration;
- Processes all required employee transactions within the organization’s human resources information system (HRIS), ADP Workforce Now, including new hire entry, status changes, terminations, and benefits administration;
- Administers benefit plan transactions, ensuring timely enrollments, changes, and terminations;
- Tracks COBRA enrollments and benefit premium payments;
- Manages bill processing for the department;
- Works with NEH grant administrators on salary and benefit allocations;
- Performs other additional tasks needed for the achievement of departmental goals.

Finance:

- Ensures accounts payable invoices are accurately coded and approved for payment;
- Processes accounts payable invoices, credit memos, and expense reimbursements for weekly check processing;
- Maintains up-to-date vendor information in accounting software;
- Oversees annual 1099 compliance and reporting;
- Enters cash receipts into accounting system;
- Other administrative finance tasks, as needed.

QUALIFICATIONS:

- Bachelor’s degree preferred. Minimum of three years of relevant experience (human resources, payroll, and/or accounting) required. Depth of experience in lieu of an academic degree will be considered;
- Experience with an HRIS, such as ADP Workforce Now (preferred), Paylocity, Paycor or a similar web-based system required;
- Familiarity with accounting systems preferred; must be ultimately comfortable with learning new web-based systems and platforms as needed;

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• Commitment to payroll best practices, including basic knowledge of payroll law/regulations;
• Sharp attention to detail with an eagerness to identify and correct issues expeditiously;
• Excellent verbal/written communication and presentation skills with a demonstrated ability to
  interact with employees at all levels;
• Strong organizational, analytical, and problem-solving skills;
• Ability to balance and prioritize multiple projects simultaneously;
• Knowledge of Microsoft Office, with proficiency in Excel and Word;
• Willingness to embrace change and innovation.

SCHEDULE: This is a full-time, nonexempt position, working 35 hours per week, with normal hours
generally from 9:00 AM - 5:00 PM, Monday through Friday. Incumbent may occasionally work overtime,
as needed.

BENEFITS: The Newberry offers a comprehensive benefits package including a variety of health, dental,
and vision insurances; generous paid time off (vacation time, sick leave, personal days, and paid holidays); a
403(B) retirement plan with an employer match; employer-provided basic life and long-term disability
insurance; and much more.

TO APPLY: Interested candidates should email a cover letter and resume to jobs@newberry.org.
Applications sent without both items will not be considered. Please, no phone calls.

The Newberry’s commitment to diversity, equity, and inclusion is essential to our mission: providing free
and open access to a collection spanning more than six centuries; building and sustaining communities of
learning; advancing and disseminating knowledge; and acquiring and preserving materials that
represent a range of perspectives and experiences—including those that historically have been
underappreciated, marginalized, or silenced. As a civic institution that values the free exchange of ideas,
it is the Newberry’s duty to ensure that attention to diversity, equity, and inclusion informs all that we do,
internally and externally. This is an urgent priority for the staff and board of trustees as we shape our
institution and outreach.