



JOB ANNOUNCEMENT  
(Please Post)

POSITION: Human Resources/Payroll Specialist

TO APPLY: Send résumé, cover letter and three references with email addresses and telephone numbers to:

Sharon Hulett  
Director of Finance  
517 12<sup>th</sup> Street  
Sacramento, CA 95814

APPLICATION

DEADLINE: July 10, 2017

START DATE: August 7, 2017

PROGRAM DESCRIPTION:

Founded in 1956, Legal Services of Northern California (LSNC) provides high quality civil legal assistance to the poor, seniors, and people with disabilities in 23 northern California counties.

RESPONSIBILITIES:

Under direction of the Director of Finance, ensure the accurate processing of Legal Services of Northern California's (LSNC) and Voluntary Legal Services Program's (VLSP) semi-monthly payroll. Manage and maintain the Abila MIP Payroll, Abila HR Management systems, and benefit enrollment programs. Assist the Finance Department and Executive Office in various functions to include reporting, budgeting, accounting, statistical analysis, cost distribution and time and attendance tracking.

QUALIFICATIONS CRITERIA:

**Knowledge:** Knowledge of federal and state wage and hour laws, quarterly and annual payroll tax reporting, payroll tax regulations, and general human resource's concepts. Strong knowledge of payroll and benefit processing best practices, procedures and concepts including knowledge of accounting procedures, methods, practices and terminology used in financial and statistical record keeping and reporting. Preferable knowledge of MIP Payroll/Accounting software and Abila HR Management software.

**Skills:** Strong organizing, planning and coordinating skills with an emphasis on accuracy, attention to detail and time management. Excellent interpersonal (verbal and written) communication skills. Strong computer skills including a proficiency in Excel. Ability to deal sensitively with confidential material. Ability to manage multiple projects, adjust to changing priorities and perform well under pressure.

Executive Office:  
517 12th Street  
Sacramento, CA 95814  
P: 916.551.2150  
F: 916.551.2195  
[www.lsnrc.net](http://www.lsnrc.net)

EDUCATION/EXPERIENCE:

High School Diploma/GED. Preferably Associate's or Bachelor's degree in related field and work experience in a non-profit, multi-office, multi-funded environment. Minimum of 5 years' experience processing payroll and employee benefit programs.

SALARY RANGE: \$2,671- 3,991/month DOE.

BENEFITS: Legal Services of Northern California offers an excellent fringe benefit plan.

**LSNC IS AN EQUAL EMPLOYMENT OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND ENCOURAGES WOMEN, PEOPLE OF COLOR, PEOPLE WITH DISABILITIES, OLDER PEOPLE, AND LESBIAN, GAY, BISEXUAL, AND TRANSGENDER PEOPLE TO APPLY.**