



HR & Payroll Administrator

Principle function: The **HR & Payroll Administrator** will manage the full lifecycle of the employee experience while ensuring 100% accuracy in payroll and benefits administration. This role requires a unique blend of "people skills" and "data precision," ensuring our team feels supported and our financial records remain audit-ready.

Responsible to: Finance Director

Location: Flexible (Remote or In-Office)

Job Type: Part Time or Full Time, 20-40 hours per week

Updated: May 2026

Key Responsibilities:

Payroll & Benefits Oversight

- Process bi-weekly payroll, ensuring accurate allocations for multiple departments, contractors, foreign employees, and statuses
- Maintain IDES time-tracking system
- Administer employee benefits, including health insurance, 403(b) plan, LTD plan, life insurance plans, FSA and HRA
- Prepare payroll-related reports for the Finance Department and annual audits
- Collaborate with the Finance team to ensure payroll data syncs correctly with spreadsheets and accounting software

Human Resources Management

- Manage the recruitment pipeline, from posting jobs to conducting initial screenings and onboarding new hires
- Maintain digital employee files and ensure compliance with federal and state labor laws
- Act as the primary point of contact for staff inquiries regarding policies, leave, and all employee benefits
- Support the Executive Leadership in fostering a healthy workplace culture

Additional Responsibilities

- Assist the Finance Director with growth-oriented projects and research
- Other accounting duties as needed
- Any other duties needed to help drive IDES' Vision, fulfill IDES' Mission, and operate by IDES' Values

Qualifications & Skills

- **Experience:** 3+ years in HR/Payroll, preferably within the 501(c)(3) sector.
- **Technical Savvy:** Proficiency in payroll platforms, CRM tools (like [DonorPerfect](#)), and the Microsoft suite.
- **Compliance Knowledge:** Strong understanding of FLSA, FMLA, and nonprofit-specific tax filings (Form 990 basics).
- **Soft Skills:** Exceptional discretion, empathy, and the ability to explain complex benefits to staff.