



Girls Incorporated®
of Alameda County

Girls Inc. of Alameda County Payroll & Special Projects Administrator

Organizational Overview

Girls Inc. of Alameda County's mission is to inspire all girls to be strong, smart, and bold. Since 1958, we have responded to the unique needs of girls aged 5-18. We empower girls in underserved communities, equipping them to navigate gender, economic, and racial barriers and grow into healthy, educated, and independent adults. All programs are developmentally appropriate, supporting girls' changing needs as they grow. From literacy activities in elementary school, to exciting hands-on science projects in middle school, to building leadership skills and college readiness in high school, Girls Inc. girls receive the support and the opportunities they need to thrive. Poised for growth, the Girls Inc. of Alameda County's operating budget is \$6.9M with 110 staff in our downtown Oakland Simpson Center for Girls and in more than 20 schools and satellite centers across Alameda County.

Position Overview

The Payroll & Special Projects Administrator is a fulltime, exempt position reporting to the Chief Executive Officer and the Chief Finance Officer. This position requires discretion, excellent professional judgment and attention to detail. This position is responsible for the ADP system, for preparing twice monthly payroll for about 100 employees and for other administrative tasks in support of the CEO and the Finance Department.

Major Duties and Responsibilities

- Prepares and processes payroll on a semi monthly basis
- Supports staff and supervisors with timecard submissions
- Maintains accuracy of the data in ADP and runs payroll reports
- Processes new hires, terminations, and employee changes in ADP
- Administrative and special projects as needed
- Support CEO with Board of Directors committees and meetings

Qualifications

- Two years or more of payroll processing experience using ADP WorkForce Now and Time & Attendance
- Excellent Excel skills with knowledge of Microsoft Office Suite
- Ability to communicate well
- Deadline driven and detailed oriented
- High level of integrity along with the ability to handle sensitive information and maintain confidentiality
- Ability to work independently
- Ability to bend, lift, move up to 10 lbs
- Background clearance from the Department of Justice and background screening agency

Salary and Benefits

Salary commensurate with experience. Girls Inc. offers employer pro-rated medical benefits, a 403B plan and voluntary vision, dental and life insurance. Flexible spending and pre-tax parking and transit plans are also available.

Girls Inc. of Alameda County is proud to be an equal opportunity workplace. At Girls Inc., promoting, celebrating, and supporting diversity is core to our mission. Individuals are considered without regards to race, gender, age, sexual orientation, gender expression, religion, color, veteran status, disability, marital status, or ancestry.

To APPLY Please email cover letter and resume to Talent@girlsinc-alameda.org