

## Position Description

<b>Job Title:</b> Payroll and Systems Administrator	<b>Reports to:</b> People Operations Manager
<b>FLSA Status:</b> Exempt; Full-Time	<b>Aligned Executive:</b> VP, Chief Financial Officer
<b>Kipuka:</b> Lili'uonamoku – Honolulu, Hawaii	<b>Department:</b> Team Services

### Position Summary

The Payroll and Systems Administrator administers and manages Lili'uokalani Trust's (LT's) payroll, reporting and analysis, and the Human Resources Information System. An integral part of the People Operations team, the Payroll and Systems Administrator exhibits LT's core values and assists teammates with understanding their payroll. This position also works closely with the Finance department for reporting and auditing needs.

### Position Responsibilities

#### *Payroll Administration*

- In accordance with state and federal regulations, and LT's policies: accurately and efficiently prepares, processes, and reconciles payroll and time and attendance. Administers regulatory requirements (e.g. garnishments, tax levies, support orders), and other adjustments to pay as necessary.
- Prepares and distributes year-end reporting (e.g. W-2, ACA, etc.). Prepares and remits federal, state, and local tax reports in a timely manner.
- Ensures submission of bi-weekly 401k contributions and reconciles UHA, Kaiser and HDS insurance deductions to monthly statements. Prepares and submits monthly Worker's Compensation report to First Insurance.
- Performs monthly internal audit and control to ensure the accuracy of employee payroll and benefit deductions.
- Identifies and implements best practices for continuous improvement, simplification, automation, and cost effectiveness.
- Maintains records following standardized procedures for record retention and retrieval, ensuring compliance with legal guidelines.

#### *Systems Administration*

- Maintains data integrity in HRIS by running queries and analyzing data for accuracy and completion of data input.
- Creates new user accounts and manages access permissions. Develops user procedures, guidelines and documentation specific to both admin and regular users.
- As the subject matter expert on the HRIS, assists in the review, testing, and implementation of the system's upgrades or modules. Responsible for training all staff (admin and regular users) on processes and functionality.
- Troubleshoots and reports technical issues to implement solutions and eliminate and/or mitigate issues.
- Prepares statistical summaries and reports for labor analysis and ad-hoc reports. Develops and analyzes key metrics for reoccurring reporting needs.

#### *Other Responsibilities*

- Contributes to LT's success through collaboration, communication, and knowledge-sharing with all teammates to improve team and organizational results.
- Performs various other duties as assigned.

### Qualifications

Bachelor's degree in Accounting, Human Resources or equivalent experience, minimum five years of payroll experience. Demonstrated knowledge and proficiency in all Microsoft Office programs, particularly Excel and other related HRIS or payroll software required. Certified Payroll Professional (CPP) and experience with Ceridian Dayforce preferred.

## Job Specific Competencies

- **Technical Skill:** Expert knowledge of federal and state payroll laws, and other legal requirements related to payroll, benefits, and leave management. Ability to apply technical knowledge to solve a range of problems.
- **Confidentiality:** Maintains a high level of discretion with confidential material.
- **Communication:** Communicates effectively and professionally with aloha both verbally and in writing.
- **Personal Effectiveness:** Models the highest level of ethics, integrity, professionalism, LT values and social responsibility.
- **Relationship Management:** Demonstrated experience working with staff at all levels in a collaborative, environment; commitment and ability to promote and sustain positive workplace values and relationships
- **Adaptability:** Ability to remain flexible and effectively manage competing priorities in a fast-paced and changing environment.
- **Time Management:** Possess effective planning, time management, and organizational skills to manage multiple deadlines and projects.
- **Analytical Skill:** Possess analytical skills and work experience in problem solving, quantitative and qualitative analysis, and project management, and continuous improvement methodologies.

## Mental and Physical Demands:

- While performing the duties of this job, the employee regularly works in an office setting. Performs light physical work, including climbing, stooping, kneeling, crouching, reaching, and lifting up to 25 pounds.

## Organizational Competencies

- **Alignment with Queen's legacy:** Understanding and appreciation of Queen Lili'uokalani's story, her legacy and the Hawaiian Culture is foundational to staff's commitment to working with our Hawaiian children, families and communities. Demonstrates respect for and appreciation of Hawaiian values history, and culture, understanding its implication in one's work, in fostering meaningful relationships, and in embracing the community served.
- **Ho'omau i ka 'imi Na'auao (Continuous Learning and Improvement):** Committed to creating and reinforcing an environment of continuous learning and improvement.
- **Ho'ike i na Mana'o Pono (Effective Communication):** Communicates with those we serve and each other in a consistent manner that results in mutual understanding, harmony, and action.
- **No'ono'o Ioi (Critical Thinking and Problem Solving):** Actively and skillfully understands, conceptualizes, applies, analyzes, synthesizes, and/or evaluates information and develops and supports fact-based analyses and recommendations
- **Ho'o kumu a'e or 'Imi hakuha (Innovation):** Identifies and integrates creative ideas into new or existing services and promotes effective problem-solving.
- **Pilina Ho'ohana a me ka Hana Hilina'i (Building Relationships and Creating Trust):** Manages relationships to create optimal opportunities and move the organization forward.
- **Alu Like I ka Hana (Teamwork):** Works cooperatively and collaboratively with others throughout the organization in alignment with the organization's objectives.
- **Ho'onui I ka 'Ike (Capacity Building):** Encourages personal growth by exhibiting trust and a belief in the capacity of others.

## Terms and Conditions of Employment

As a condition of employment, employee will be subject to LT's policies and procedures.