



**KING COUNTY BAR ASSOCIATION
HUMAN RESOURCES AND PAYROLL ADMINISTRATOR**

MISSION

The King County Bar Association promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity, and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy.

POSITION MISSION

Reports to the Executive Director. Collaborates with other members of the management team to create and manage the Human Resources (HR) and Payroll functions. This position works with policies and programs covering employment, compensation, benefits, performance management, employee relations, recruiting and retention, and compliance with all applicable federal, state and local laws

KEY ACCOUNTABILITIES

HR RESPONSIBILITIES

- Develops job requirements and job descriptions for all positions
- Design and implement recruitment; hiring and onboarding systems
- Support training of leadership team in management and leadership skills development
- Oversee employee benefits programs and keep employees apprised of benefits and changes to benefit plans
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings
- Update and maintain personnel policies and procedures
- Maintain personnel files and other required human resource records
- Design and implement annual performance evaluation program including assessment tools;
- Coordinate intern/extern program; Conduct regular market compensation studies to assess and update KCBA's salary and compensation plans
- Research; plan and conduct safety and wellness programs
- Advise leadership team on organizational policy matters including legal obligations of employers and supervisor
- Responsible for staffing the Personnel Committee of the King County Bar Association/Foundation Board of Trustees

FINANCE RESPONSIBILITIES

- Oversee and complete payroll processes; including garnishments, benefits and taxes consistent with federal and state wage and hour laws
- Work with CPA and ED on audit preparations; W-4s, payroll balance sheets, YTD earnings, etc.
- Prepare regular reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)
- Create and manage the HR/Payroll & Safety budget

WHO YOU ARE

A team player who has the following skills:

- Positive, engaging, intelligent, and articulate individual who can relate to people at all levels of an organization and possesses excellent communication skills
- Strong educational/training skills
- Excellent facilitator who is experienced in resolving conflicts
- Ability to respond effectively to the most sensitive inquiries or complaints
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents and the most complex human resource related documents
- Strong customer service and communication skills
- Strong organizational skills
- Fully proficient with MS office

And who has the following education and experience:

- BA/BS in human resources, personnel management, public administration, psychology, education, or experience that substitutes for education
- PHR or SPHR preferred
- Payroll experience
- Working knowledge of personnel laws pertaining and experience working with outside benefit representatives and other vendors to assure benefits are in place

ABOUT KCBA

Founded in 1886, KCBA is a membership legal organization with over 5,500 attorney members, 40 staff and an annual budget of over \$4,000,000. KCBA promotes and supports a diverse and collegial membership; works with the judiciary to achieve excellence, equity and accessibility in the administration of justice; and benefits the community through public service and engagement in public policy. As an equal opportunity employer, the KCBA is committed to upholding an equity and justice-based organizational environment for the public, the client communities it serves, its members, its Board, its staff, and its volunteers. This means the organization actively promotes mutual respect, acceptance, teamwork, and productivity among people who are diverse in work background; lived and professional experience; immigration status and citizenship; education; race and ethnicity; national origin; sexual orientation; age; indigenous group membership; religious preference; marital status; sensory, mental, and physical abilities; social class; gender identity; veteran status, as well as other differences relevant to equity and justice. The resulting diversity is both a source of organizational strength and a matter of fundamental human fairness. If you need a reasonable accommodation for the application process, contact Dua Abudiab at duaa@kcba.org.

POSITION DETAILS

This is an exempt, full-time position that may require occasional local travel within King County and the State of Washington. This position is based in Seattle, WA. Salary range is \$72K-85K yearly, DOE, with excellent benefits. Benefits include employer-paid healthcare, 401k plan with automatic employer contribution, subsidized transit pass, flexible spending account, professional development opportunities, paid vacation, sick leave, and more

TO APPLY

Applications are due **June 1st, 2021** via email. Make “HR and Payroll Administrator” your subject line, and send a letter of interest and resume to HR@kcba.org.