

THE JUNIOR LEAGUE OF HOUSTON, INC.

POSITION DESCRIPTION

**POSITION TITLE:** Administrative Coordinator - Human Resources / Payroll / Accounts Payable

**AREA:** Administrative Offices

**SUPERVISOR:** Administrative Director

**SUPERVISES:** None

**FLSA STATUS:** Full time, Non-exempt

**General Job Description**

Human Resource focused position that is responsible for the preparation and transmission of the bi-weekly payroll, preparation and maintenance of employee payroll, personnel, I-9 and medical files. Under the supervision of the Administrative Director, this position will be responsible for payroll/employee recordkeeping, tax reporting and reconciliations and will handle reporting Workers' Compensation injuries as well as liaison with carrier.

This position will support the Administrative Director with many aspects of health, dental, life and LTD insurance and any other Human Resources requirements.

Additionally, this position will be responsible for accounts payable duties for both the Tea Room and League accounts as well as any necessary recording to the General Ledger.

**Primary Duties and Responsibilities**

- Assists and transmits bi-weekly payroll to ADP.
- Payroll maintenance of new-hires, terminations, deductions for health, dental, Valic/NYLIAC, mandated garnishments and direct deposits.
- Reconciles bi-weekly and monthly Valic/NYLIAC and dental deductions.
- Maintains ADP Quarterly/Annual Wage and Tax Register, Employer's Quarterly Report and Quarterly Statement of Deposits and Filings for Federal 941 information.
- Prepares payroll journal entries for entry into the general ledger.
- Prepares payroll transfer of funds from operating to payroll account.
- Prepares payroll sign-out sheets.
- Maintains monthly reconciliations of gratuity, gross wages and FICA.
- Handles year-end wages accrual and reconciliation and Unemployment calculations.
- Coordinates accounts payable duties for both the Tea Room and League accounts, as well as related recording to the General Ledger.
- Other duties as assigned.

**Qualifications**

- Prior experience with human resources and / or payroll processing a plus
- Bilingual – English / Spanish a plus

Note: The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. This document is not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of this position.

### **How to Apply / Contact**

Interested candidates should submit a resume via email or mail to:

Human Resources  
The Junior League of Houston, Inc.  
1811 Briar Oaks Lane  
Houston, Texas 77027  
[hr@jlh.org](mailto:hr@jlh.org)

Phone calls not accepted.

The Junior League of Houston, Inc. is an Equal Opportunity/Affirmative Action Employer. Candidates for employment are considered without regard to race, color, sex, creed, religion, national origin, sexual preference, age, non-job related disability or marital status.

For more information about The Junior League of Houston, Inc. please visit [www.jlh.org](http://www.jlh.org).

*The Junior League of Houston, Inc. is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.*