

## **JOB DESCRIPTION**

POSITION: HR & Payroll Specialist  
REPORTS TO: Chief of Human Resources  
CLASSIFICATION: Non-exempt | Part-time  
LOCATION: Remote  
UPDATED: 3/12/2025

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## **POSITION SUMMARY**

The part-time HR & Payroll Specialist will have expertise in ADP Workforce Now to support HR functions related to payroll, benefits administration, and employee records. This role will be responsible for all HR-related payroll support, troubleshooting, and employee payroll inquiries to ensure seamless payroll operations. The ideal candidate must have expert-level proficiency in ADP Workforce Now and Excel to manage payroll data, reporting, and HR documentation efficiently.

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## **LOCATION**

This role is remote, with occasional travel to the Long Beach office as needed.

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## **KEY RESPONSIBILITIES**

- Serve as the HR point of contact for all payroll-related issues, including employee inquiries, payroll corrections, and policy guidance
- Manage new hire payroll setup, terminations, pay rate changes, and employment status updates in ADP Workforce Now
- Ensure payroll-related employee records are accurate and compliant with company policies and regulatory requirements, coordinating with Finance as needed
- Audit and verify payroll data before final processing by the Finance team
- Handle payroll-related reporting, reconciliations, and documentation for HR
- Assist with benefits administration, ensuring deductions and enrollments are accurately reflected in payroll
- Coordinate with Finance to ensure accurate payroll processing and resolve discrepancies
- Provide HR support for time tracking, PTO balances, and leave administration in ADP
- Utilize Excel and Microsoft Office to review payroll reports, analyze data, and track HR metrics
- Support year-end payroll audits, tax filings, and compliance-related payroll activities

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## **QUALIFICATIONS**

### **Skills & Abilities**

- Advanced Excel skills (e.g., VLOOKUP, PivotTables, formulas, data validation, and reporting)
- Strong knowledge of payroll administration, employee recordkeeping, and compliance
- Experience in handling payroll support and benefit deductions (single-state payroll)
- Ability to work independently in a remote environment while coordinating with Finance and HR
- Exceptional attention to detail and problem-solving skills
- Strong communication skills with a customer service mindset
- Proven ability to handle confidential information with discretion and professionalism
- Proactive, problem-solving mindset, with the ability to anticipate challenges and respond effectively
- Independent and adaptable, able to manage multiple priorities with minimal supervision

### **Education & Experience**

- Bachelor's degree in Human Resources, Business Administration, Accounting, Finance, or a related field, or equivalent experience
- At least 3-5 years of expert-level proficiency with ADP Workforce Now

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## **COMPENSATION**

ESTIMATED STARTING SALARY RANGE:

\$35.00 - \$55.00 hourly, based on skills and experience.

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## **EQUAL OPPORTUNITY COMMITMENT**

Catalina Island Conservancy is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, ancestry, disability status, genetics, marital status, medical condition, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

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## HOW TO APPLY

Please send a resume and cover letter to [jobs@catalinaconservancy.org](mailto:jobs@catalinaconservancy.org), listing the job title in the subject line.

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## OUR STORY

**The mission of the Catalina Island Conservancy is to be an exemplary steward of Island resources through a balance of conservation, education, and recreation.**

The Conservancy's vision is for a beautifully functioning Island ecosystem for all to enjoy.

Just off the densely populated Southern California coast, Catalina Island is home to approximately 4,000 year-round residents and more than 60 endemic species of plants and animals found nowhere else on Earth.

The Catalina Island Conservancy protects 88 percent of Catalina Island's approximately 48,000 acres, including the region's longest publicly accessible undeveloped coastline.

The Conservancy is a research and conservation leader, protecting and restoring vulnerable habitats and species in its Mediterranean climate. Conservancy staff guides Island ecosystem recovery with the goal of generating a resilient, self-sustaining ecosystem with no endangered forms of life.

The Conservancy offers recreational experiences and educational programs for not only the 300,000 annual visitors who choose to visit the unique and special Conservancy "Wildlands Ecosystems" but also inspires the nearly 1.2 million visitors to other parts of the Island.

Recreation, educational engagement, service opportunities, and partnerships connect the Island's unique resources to people's lives, inspiring environmental stewardship and action.

The Catalina Island Conservancy is a 501(c)(3) non-profit public charity established in 1972 to protect and restore Catalina Island for future generations to experience and enjoy.