



Job Description: HR Generalist – Payroll Specialist

Reports To: Director of Human Resources

Employment Type: Non-Ministerial

FLSA Status: Part-time, hourly, non-exempt

Position Summary:

Catholic Charities of Eastern Oklahoma is seeking a dedicated and detail-oriented HR Generalist with Payroll Experience to join our Human Resources team. This individual will support our mission to be Christ's merciful love to those who suffer by providing support services to our employees that reflect care, integrity, and excellence. The ideal candidate will have a strong foundation in human resources functions, with specific experience in payroll processing and benefits administration.

Key Responsibilities:

- **Payroll Administration:**
 - Process bi-weekly payroll accurately and timely, ensuring compliance with federal, state, and local regulations.
 - Maintain payroll records and reports
 - Manage timekeeping systems and assist employees and supervisors with timecard issues.
- **Human Resources Support:**
 - Assist in recruitment efforts, including job postings, candidate screening, and onboarding.
 - Maintain employee records and ensure HRIS data accuracy and confidentiality.
 - Coordinate new hire orientation and offboarding processes.
 - Support benefit administration, including enrollments, changes, and annual open enrollment.
 - Respond to employee questions related to policies, benefits, and payroll.
- **Compliance and Reporting:**
 - Ensure adherence to all employment laws, regulations, and internal policies.
 - Support HR audits, compliance checks, and annual reporting (e.g., ACA, EEO-1).

- Assist in developing and updating HR policies and procedures.
- **Organizational Culture & Mission Alignment:**
 - Foster a workplace environment that supports the mission and values of Catholic Charities.
 - Provide HR support across departments with a spirit of service, compassion, and professionalism.

Qualifications:

- 3+ years of HR experience, with a strong focus on payroll and benefits administration.
- Proficiency in payroll systems (e.g., ADP, Paycom, Paycor, or similar) and Microsoft Office Suite.
- Working knowledge of employment laws and payroll regulations.
- Excellent communication, problem-solving, and organizational skills.
- High level of integrity and respect for confidentiality.
- Commitment to the mission and values of Catholic Charities; practicing Catholic preferred but not required.

Benefits:

- Competitive salary based on experience
- 13 paid holidays and holy days
- Meaningful work in a mission-driven environment

To Apply:

Please submit a resume and cover letter to hr@cceok.org