



## HR Payroll & Benefits Specialist

We are on a mission to create a greater Minneapolis that's vibrant, inclusive, and ready to compete. We need a talented, energetic, team-oriented individual – want to join us?

### ORGANIZATIONAL OVERVIEW

Founded by local business leaders in 1915, The Minneapolis Foundation is one of the nation's largest and most innovative community foundations, playing a critical role as a community convener – bringing diverse opinions and perspectives together to break down barriers and create solutions. The Minneapolis Foundation helps charitable individuals, families and businesses realize their vision for a better community and world by offering services that make giving more convenient, tax-smart, and rewarding.

At The Minneapolis Foundation we strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### Position Overview

The HR Payroll & Benefits Specialist reports to the Director of Operations and is responsible for bi-weekly payroll processing, employee benefit administration, record management, and recruitment support. The HR Payroll & Benefits Specialist will support other human resource functions, programs and initiatives including, but not limited to, employee recognition, compensation, performance management, policies and procedure development, and compliance with state and federal regulations and legislation.

### Primary Responsibilities

- Administration of bi-weekly payroll
- Administration of employee benefit programs
- Recruitment support
- Special projects

### Ideal Candidate

The ideal candidate must be detail focused, process-minded and able to demonstrate skill in payroll and benefit administration. This person must also be a strong self-motivated problem solver, able to work under deadline and produce consistent, accurate results. The candidate will have knowledge and experience working with ADP Workforce Now and HDHPs. Must be able to build and maintain strong positive relationships, flexible with time and adjust and adapt to a changing work environment, and use sound judgment and discretion in dealing with highly confidential information. Successful candidate must demonstrate a committed drive to provide exemplary customer service to the staff of The Minneapolis Foundation and the ability to engage all stakeholders in meeting the needs of the organization.

### Benefits

- Paid time off in the form of vacation/personal leave/sick leave /holidays/Volunteer Day
- Medical insurance (options include a traditional co-pay plan or a high deductible with a Health Savings Account)
- Dental insurance

- Flexible spending accounts
- Short- and long-term disability coverage, Life and AD&D Insurance
- 403(b) retirement savings plan and SEP-IRA retirement plan
- Tuition support

Hiring range: \$51,500 – 65,000 DOQ.

**To Apply:**

Submit cover letter, resume, and references to:

[HR@mplsfoundation.org](mailto:HR@mplsfoundation.org)

Priority will be given to applications received by June 30, 2017.

Detailed job description is available at <http://www.minneapolisfoundation.org>

**The Minneapolis Foundation is an Equal Opportunity Employer**