



Position Description
HR and Payroll Coordinator

OVERVIEW: The Mohave Educational Services Cooperative (Mohave) HR and Payroll Coordinator is responsible for supporting a wide range of HR, payroll, and administrative functions. Key duties include managing employee records, coordinating payroll with external providers, overseeing benefits administration, and ensuring compliance with labor laws. This role also handles onboarding, certifications, wellness programs, and various financial and operational tasks to support both employees and organizational efficiency. This position requires a person with excellent organizational, computer, and verbal and written communication skills, along with strong attention to detail and analytical abilities. The ideal candidate will have a strong knowledge of labor laws and HR best practices, along with the ability to maintain a high level of discretion and confidentiality in handling sensitive employee information.

RESPONSIBLE TO: Director of Mohave Operations

SUPERVISES: None

POSITION TYPE: Non-exempt/40 Hours per week

INTERACTS WITH: All Mohave staff, members, vendors, general public and others

PHYSICAL DEMANDS/WORK ENVIRONMENT: This position operates in a professional and home office environment and is largely sedentary; however, standard office equipment such as computers, phones, copiers and other small machines are frequently used. Some lifting may be required, which would require the ability to lift boxes or items up to 25 pounds. The home office environment must be conducive to privacy for virtual meetings and phone calls with Mohave staff and members/vendors.

TRAVEL: Periodic in-state travel is required, including some overnight stays, and may include some out-of-state travel. A reliable personal vehicle, including current personal auto insurance, will be required for travel.

CORE DUTIES:

Payroll and Benefits Administration

- Coordinate and review bi-weekly payroll with outside service providers.
- Help resolve payroll-related employee questions.
- Perform quarterly/annual Workers Compensation payroll reporting.
- Submit bi-weekly Health Savings Account reconciliations and payments.
- Perform employee benefits administration.
- Review and approve monthly employee benefits invoices.
- Maintain annual holiday and pay calendar.

Employee Records and Legal Compliance

- Maintain employee records in accordance with policy and legal requirements, including employee certifications.
- Maintain employee personal vehicle insurance records.
- Maintain fixed asset records, including employee telecommute inventory.
- Stay current with labor law changes and suggest updates to company practices.

Employee Relations and Onboarding

- Coordinate employment interviews.
- Facilitate new employee onboarding.
- Maintain employee handbook and ensure consistent communication of policies and procedures.

- Act as the Wellness Program Coordinator to support overall employee health and well-being, including initiatives focused on physical, mental, and financial health.

Administrative and Financial Support

- Coordinate Certificate of Insurance (COI) requests from insurance broker.
- Process monthly credit card statement for payment.
- Review reimbursement requests, including travel, education, and wellness reimbursements.
- Complete ACH request forms from vendors.
- Assist with annual financial audit as requested.

Other duties as assigned by the Director of Mohave Operations.

OTHER DUTIES: This Job Description is not intended to be a comprehensive list of activities or responsibilities. Duties, responsibilities, and activities may change at any time with or without notice.

EDUCATION/TRAINING

Three (3) years progressively responsible experience in payroll, human resources, or a related administrative function. Associate's degree in Human Resources, Business Administration, or a related field is preferred. Certification such as SHRM-CP or PHR or Payroll CPP is a plus. Competent analytical ability and strong verbal and written communication skills. Excellent multi-tasking and organizational skills with ability to manage a fast-paced working environment. Proficient computer skills, typing and 10-key data entry, word processing, spreadsheets, and database management. Familiarity with ADP payroll and human resources software is highly preferred. Any combination of education, training, and experience that meets the above qualifications will be considered.

SIGNATURE: By signing below, I acknowledge that this position is a Non-Exempt position which is eligible for overtime and that I understand all the requirements above.

Applicant Signature

Date

HR AND PAYROLL COORDINATOR

Competencies

Ethical Activities

The HR and Payroll Coordinator shall maintain high ethical standards in their interactions with Mohave staff, members, vendors, and general public; base decisions on applicable rules, regulations, policies, and organizational procedures; base decisions and actions on what is in the best interest of Mohave, its members and vendors, and never for personal gain.

Relevant Knowledge and Understanding

The HR and Payroll Coordinator shall possess strong attention to detail and organizational skills, have the ability to follow department and organizational standards and procedures, and have the ability to manage multiple tasks effectively to preserve the oversight and integrity of the Mohave cooperative purchasing program.

Appropriate Participation

The HR and Payroll Coordinator shall participate and represent Mohave in conferences, trade shows, and other functions to provide and gain the knowledge and skills required to meet organizational and departmental needs and goals.

Quality of Service

The HR and Payroll Coordinator shall be prompt, courteous, respectful, honest, and accurate in performing duties, obtain information, and respond to inquiries, to ensure that everyone requiring or desiring service has a successful experience.

Commitment to Excellence

The HR and Payroll Coordinator shall continually upgrade knowledge and skills to avoid stagnation; and inquire, research, learn, measure, and improve to best serve stakeholder needs.

Quality Programming

The HR and Payroll Coordinator shall possess and apply knowledge to maintain compliant, accurate, and concise payroll and human resources records, to include all required and relevant information.

Commitment to Confidentiality

The HR and Payroll Coordinator is entrusted with sensitive employee information and must consistently demonstrate a strong commitment to confidentiality. This role requires the individual to safeguard all personal, payroll, and benefits data, ensuring compliance with applicable privacy laws and organizational policies. The HR and Payroll Coordinator must exercise discretion, maintain secure records, and handle all confidential information with the utmost care to foster trust and protect both employees and the organization.

Commitment to Mohave Virtues

The HR and Payroll Coordinator shall commit to the Ideal Team Player virtues of humble, hungry, and people-smart to assist team members, contribute to team and organizational success, promote a positive work environment, and ensure fair treatment of all individuals.

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