

## **LEAP**

### Payroll Coordinator

LEAP (Leadership, Education, and Athletics in Partnership) is seeking a highly organized and detail-oriented Payroll Coordinator to join our Finance team. This full-time, salaried position offers opportunities for growth and leadership within a dynamic organization committed to empowering youth in underserved communities.

The Payroll Coordinator will be responsible for the accurate and timely processing of bi-weekly payroll for up to 175 employees. This includes onboarding new hires, managing payroll data, overseeing the 403(b) retirement plan, and handling employee inquiries.

The successful candidate will have a strong understanding of payroll regulations and procedures, excellent communication and interpersonal skills, and a demonstrated ability to work independently and collaboratively.

- Proficiency in:
  - ADP Payroll
  - ADP time and attendance
  - ADP onboarding
  - QuickBooks is preferred
  - Strong Excel skills.

This is a unique opportunity to contribute to a mission-driven organization that makes a real difference in the lives of young people. LEAP offers a competitive salary and benefits package, along with a supportive and collaborative work environment.