



**Position:** HR Paylocity Administrator

**Organization:** After-School All-Stars

**Location:** Los Angeles- Hybrid

**Pay:** \$85,000 - \$90,000

### **ORGANIZATION BACKGROUND:**

Founded in 1992, [After-School All-Stars](#) provides free, daily afterschool programs to school-aged youth in school sites all across the U.S. Our vision is for our All-Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

### **A UNIQUE OPPORTUNITY:**

After-School All-Stars is currently seeking to hire an HR Paylocity Administrator the HR Paylocity Administrator partners with the HR team, Finance team, and Development to integrate three systems Paylocity, Financial Edge and Raisers Edge. This role is part of the National After-School All-Stars team.

### **DUTIES AND RESPONSIBILITIES:**

- Serve as main lead Paylocity HRIS platform for the organization
- Maintain Paylocity and utilize the system to its highest capacity on a daily basis
- Lead the implementation of Paylocity – Data Insights, Learning, Performance, Marketplace, Recruiting, Surveys, Workflows and Documents, etc.
- Assists with Year-End and Contract Audits
- Builds project plans, and ensures adherence to project schedules
- Maintains a systems orientation and can work effectively with peers to set technology priorities and conduct long-term planning.
- Performs system maintenance, including assisting in the review, testing, and implementation of HRMS system upgrades or patches.
- Collaborates with functional and technical staff to coordinate the application of upgrade or fix.
- Maintains HRMS system tables. Documents process and results.
- Provides production support, including researching and resolving HRMS problems, unexpected results or process flaws; performing scheduled activities; recommending solutions or alternate methods to meet requirements.
- Conducts training, including developing user procedures, guidelines, and documentation. Trains employees on new processes/functionality. Trains new system users.
- Maintains awareness of current trends in HRMS with a focus on product and service development, delivery and support, and applying key technologies. Examines trends in information systems training, materials, and techniques. Through classes, reading, CBTs or other mechanisms, continuously increases both HR knowledge and HRIS application/tools knowledge.
- Participates in user group meetings/conferences.
- Performs other related duties as assigned.

### **APPLICANT REQUIREMENTS :**

- 4-6 years HRIS experience preferred



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- Significant Paylocity experience preferred
- Bachelor's Degree HR or related field and experience
- Intermediate level of proficiency in Excel.
- Solid understanding of nonprofit human resources and HRIS/System implementations.
- Superior organizational, time management, and multi-tasking skills.
- Pride in self, work, and organization with tasks performed at a high level of accuracy
- Excellent interpersonal and communication skills: the ability to effectively liaise with and motivate a variety of people in a multi-cultural environment and across various time zones
- Proven ability to handle confidential information with discretion
- Flexible and able to adapt to changing position demands
- Knowledge of Microsoft Office 365 is required

#### **COMPETENCIES:**

- Solid understanding of implementation of HRIS (specifically Paylocity)
- Attention to detail
- Deadline oriented
- Customer Service focus

#### **SALARY AND BENEFITS:**

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, and 25 paid organizational holidays (including one week at Thanksgiving and two weeks at each calendar year-end)

#### **HOW TO APPLY:**

Please submit a cover letter and resume via e-mail to: [asasjobs@as-as.org](mailto:asasjobs@as-as.org). Your cover letter should be in PDF format and indicate how your experience is in direct alignment with the mission and vision of After-School All-Stars. Please put HR Paylocity Administrator and your last name in the subject heading

ASAS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.