



Position Overview

ecomaine is seeking a detail-oriented **HR/Payroll Specialist** to ensure accurate, timely payroll processing while supporting a wide range of Human Resources functions. This role plays a key part in maintaining smooth payroll operations, delivering excellent employee support, and ensuring compliance with wage and hour laws and regulatory requirements.

As part of the HR team, you will assist with onboarding, benefits administration, employee recordkeeping, and day-to-day HR support. This position also provides operational support to scale house activities, including transaction accuracy, reconciliation, and customer service.

Key Responsibilities

Payroll Administration

- Process biweekly payroll for hourly and salaried employees
- Review and validate timekeeping data; resolve discrepancies
- Maintain payroll records including new hires, status changes, and deductions
- Process final pay, leave payouts, and union-related obligations
- Administer garnishments, levies, direct deposits, and off-cycle payments
- Reconcile payroll registers; support month-end and year-end processes
- Prepare and file payroll tax reports and remittances
- Respond to employee payroll inquiries in a timely and professional manner

HR Operations

- Coordinate onboarding, background checks, and employment documentation
- Assist with benefits enrollment, changes, and employee inquiries
- Maintain accurate, confidential personnel records
- Provide frontline support on HR policies and procedures
- Assist with employment verifications, audits, and reporting

HR & Payroll Systems

- Enter, maintain, and audit data in HRIS and payroll systems
- Support process improvements and documentation
- Ensure compliance with federal, state, and local regulations

Scale House Support

- Support daily operations including transaction accuracy and reconciliation
- Provide coverage during peak periods or staffing shortages
- Assist customers and resolve issues with professionalism

Qualifications

- Associate's degree in Accounting, Finance, or a related field
- 3–5 years of payroll or combined HR/payroll experience (union experience preferred)
- Strong knowledge of payroll practices, employment laws, and basic accounting
- Experience with HRIS/payroll systems (e.g., ADP Workforce Now)
- Proficiency in Microsoft Office, especially Excel
- Exceptional attention to detail and ability to manage multiple priorities
- Strong communication and customer service skills
- Ability to handle sensitive information with confidentiality

Benefits

Health & Insurance

- Medical Insurance (ecomaine covers 87.5% of premium)
- Health Reimbursement Arrangements (HRAs) through Flores:
 - Employee & Dependent Care HRA
 - Employer-funded deductible HRA (company covers deductible)
 - Section 213 HRA: \$625 (Single) / \$1,250 (Family)
- Dental & Vision Insurance
- Company-paid Life & AD&D Insurance (1.5× annual salary)
- Short-Term & Long-Term Disability

Retirement

- 401(a): Eligible on first day; 8% employer contribution after 6 months
- 457 Plan: Employee contributions available immediately

Paid Time Off

Why Join ecomaine?

- Strong benefits package with above-average employer contributions
- Collaborative team environment
- Opportunity to make an impact in both HR and operational functions
- Stable organization with a mission-driven focus

Equal Employment Opportunity

ecomaine is an Equal Opportunity Employer. We welcome all qualified applicants and are committed to building a diverse and inclusive workplace. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, age, disability, veteran status, or any other protected status.