



Office Coordinator

Position Overview

The Office Coordinator will support the Executive, Administrative and Finance departments to deliver efficient and compliant management support to World Animal Protection. The Office Coordinator will play a key role in managing the operational aspects of the office to ensure facility runs smoothly for all office staff. The Office Coordinator will also process payroll and administer benefits.

Main duties and responsibilities

- Provide administrative support to the Executive Director as required
- Assist Executive Director with the Board and provide support to include communications, mailings, meeting preparation, and maintaining records and governance files for the Board meetings and related activities.
- Manage the operations and office for the New York office
- Keep inventory of office equipment, furniture and consumable supplies and order as necessary ensuring that employees have the materials, equipment and resources to perform their assigned duties and tasks.
- Maintain relationships with vendors related to office management. Consistently seek the best practices and services for the organization regarding office management and research new opportunities.
- Onboard new staff and interns to the office environment including working with international to set up staff and doing all paperwork required for new employees
- Train and support staff in the use of office equipment and video conference system.
- Plan and coordinate special events and various meetings
- Complete the state and federal fundraising registration and certification process
- Review employee expense reports in Concur vs. budget
- Collect and process information for bi-weekly payroll (in Paylocity system). Maintain system for changes to deductions, employee setups and terminations. Reconcile deductions for benefits.
- Prepare file for 403(b)transmissions.
- Coordinate and respond to notices related to payroll taxes, unemployment insurance, worker's compensation and disability insurance. Liaise with Payroll Processing Service as required.
- Administer employee benefits for US-based staff in collaboration with HR Business Partner to process enrollments, changes & termination of benefits, and COBRA.
- File and maintain all office and finance records
- Other duties on an as-needed basis to support the resources team.

Qualifications and skills

- Bachelor's degree in Business, Accounting or related field.
- 1 year of working office experience.

- Some experience with Payroll Processing.
- Strong problem-solving skills, solid knowledge of accounting principles, detail oriented, documentation skills, research and resolution skills, data analysis and multi-tasking skills.
- Must have a strong work ethic and be able to maintain confidentiality
- Organized, detailed oriented, and a self-starter.
- Comfortable working in a fast-paced environment.
- Strong proficiency in Microsoft Office including Outlook, Word, Excel, Power Point; ability to use databases; excellent IT skills.