

Payroll and Accounting Coordinator

Verité is a growing, award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private- and public-sector clients by building their understanding of labor rights problems in global supply chains and developing their abilities to solve those problems.

Title	Payroll and Accounting Coordinator
Location	Verité is located in Northampton, MA, but this position may work either at the office or remotely.
Role	The Payroll and Accounting Coordinator will support the Finance Team by performing a wide range of financial tasks to ensure the integrity of the financial system and continued compliance with all regulatory agencies.
Responsibilities	
	Process bi-weekly multi-state payroll for both US- based and international staff.
	Ensure the timely and accurate processing of new hire payroll and benefit related paperwork.
	Maintain up-to-date and legally compliant electronic human resource files.
	Support the ongoing benefit maintenance including enrolling and terminating employees from various insurance and reimbursement plans.
	Maintain and reconcile state and federal payroll related taxes.
	Process general ledger payroll allocations on a bi-weekly basis.
	Prepare required reports in a timely and accurate manner.
	Assist as necessary with the annual external audit.
	Assist project administrators and program staff with the creation and review of expense reports including verification of related supporting documentation in compliance with organizational policies.
	Perform other related duties as required or as assigned by supervisor.
Required qualifications	
	Associate degree in Accounting, Business Administration, Human Resources or related field or equivalent experience
	2-3 years of payroll processing experience – multi-state experience preferred
	Excellent attention to detail
	Ability to be self-disciplined, effectively managing priorities and workflow within a remote work environment
	Effective and professional written and verbal communication skills
Qualifications for all Verité positions	
	Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social

	responsibility.
	Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries. *
	Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité’s mission around the world.
	Personal reliability and commitment to organizational success.
	Maintains confidentiality in communications, as appropriate.
Salary	[\$46,000.00 - \$53,000.00] annually, commensurate with qualifications and experience.
To Apply	Please submit a resume and a brief cover letter through the Verité application portal at www.verite.org/careers . No telephone or email inquiries will be accepted for this position.

**These include, but are not limited to gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.*

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state, or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, LGBTQ+ people, women, and people from working class background, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.