

Human Resources (HR) Operations and Payroll Specialist

Full-Time Position

Reports to: Human Resources Manager

Base Salary Range: \$55,000- \$61,500/year

OVERVIEW

Missouri Housing Development Commission (MHDC) is the Housing Finance Agency for the state of Missouri. MHDC is a mission-driven organization providing affordable housing opportunities for extremely low to moderate-income Missourians with both federal and state funding. The organization offers a rewarding career in public service by providing the opportunity for dynamic, impactful and fulfilling work serving individuals and families across the entire state.

BENEFITS

MHDC strives to be an employer of choice and offers competitive pay, life balance, including generous time off, business casual dress code, downtown location with paid parking, and extensive benefits.

- Health Insurance with Immediate Coverage
- Flexible Work Schedule
- State of Missouri Pension
- Paid Covered Downtown Parking
- Prime Downtown Location
- Tuition Reimbursement
- Paid Professional Licensure / Fees / Continuing Education
- Paid Professional Development Opportunities

LEAVE TIME

Annual Leave and Medical Leave accruals begin immediately.

- 3 Weeks Paid Time-off (Annual Leave)
- 3 Weeks Paid Time-off (Medical Leave)
- 13 Paid Holidays (annually)
- 6 Weeks Paid Parental Leave

COMPENSATION

	Low Salary	High Salary
Annual Base Salary	\$55,000	\$61,500
Annual Benefits Value	\$44,987	\$48,662
TOTAL COMPENSATION VALUE*	\$99,987	\$110,162

*Actual total compensation is based on benefit elections.

WORKING REQUIREMENTS

In-office - Downtown Kansas City, Missouri

ROLES AND RESPONSIBILITIES

Summary

The HR Operations and Payroll Specialist is a full-time position that supports the day-to-day administrative and operational functions of Human Resources, with primary responsibility for payroll administration and HR data management. This role will work closely with the HR Manager to execute these functions. This position ensures the accurate and timely processing of payroll, maintains employee records in the HR information system (HRIS), and supports HR operations, including timekeeping, benefits administration through the state of Missouri benefits system, and recruitment logistics. The role requires strong attention to detail, discretion with confidential information, and the ability to manage multiple operational processes in a structured and deadline-driven environment.

Essential Duties

- Process bi-monthly payroll, review, and reconcile timesheet and payroll data.
- Create and distribute appropriate reports to the finance department, benefit providers, and state agencies for payroll processing.
- Monitor timesheet submission and approvals and reconcile employee leave balances.
- Provide guidance to staff regarding timekeeping procedures and payroll-related questions.
- Enter and maintain records within HRIS and state HR systems, ensuring accuracy and integrity of employee data.
- Serve as the primary contact with CentrallyHR (HRIS vendor) to troubleshoot issues, implement updates, and support system configuration.
- Assist employees with benefit enrollment and changes.
- Ensure payroll deductions are accurate and entered into all applicable HR systems.
- Provide recruitment and onboarding support.
- Maintain HR records and required employment documentation.
- Provide administrative and operational support to the Human Resources department.
- Maintain and protect confidential information.

DESIRED QUALIFICATIONS

Education and Experience Preferences

- A bachelor's degree from an accredited college or university is preferred.
- Experience processing payroll or supporting payroll administration in an HRIS or payroll system.

Skills

- Individual must have excellent time management skills.
- Critical thinking and problem solving.
- Ability to operate well as part of a team or independently.
- Ability to utilize Microsoft Office proficiently, particularly Excel
- Excellent written and oral communication skills.
- Attention to detail.
- Openness and adaptability to quickly changing workloads and deadlines.

To be considered for the position, please submit your resume, and cover letter.