

Payroll and Benefits Specialist

Reports to HR Manager

Job Objective:

Responsible for the organizations payroll functions and benefits administration. Ensuring pay is processed on time, accurately and in compliance with government regulations. Responsible for the administration of benefits including medical, dental, vision, life insurance, short- and long-term disability etc. Implements and maintains the Employee Review process. Prepares business analytics for business meetings.

Responsibilities:

- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to rates of pay.
- Prepares and maintains accurate records and reports of payroll and HR transactions.
- Ensures compliance with federal, state, and local payroll, wage and hour laws and best practices.
- Assist with audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems and procedures.
- Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
- Assists with new-hire orientations.
- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan/life changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Plans and executes the open enrollment process.
- Provides necessary reports for allocation/billing charges.
- Responsibility maintaining employee records.
- Other duties as assigned.

Job Specifications:

- Associates Degree or 3-5 years related Experience
- 1-3 years' experience using automated payroll systems required
- Experience with Paylocity a plus
- Advanced computer skills, including Microsoft office.
- Strong written and oral communication skills, including the ability to present ideas and suggestions.
- Excellent customer service skills: ability to work with different functional groups and levels of employees to effectively and professionally achieve results.

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- Strong organizational skills; ability to accomplish multiple tasks within the agreed upon timeframes through effective prioritization of duties and functions in a fast paced environment.
- Ability to maintain confidential data.

Our Culture:

Our culture is based on our Company Values which include Transparent Accountability, Humility, Customer Focus, Empathy, and Inclusiveness. These values guide all levels of the organization when communicating with our customers and each other. They help us to reach our goals, and grow our business and to hire great talent!

We offer a competitive benefits package, which includes but not limited to:

- Comprehensive health care coverage
- FSA's
- 401 (k) matching
- Educational Assistance
- Employee Assistance Program
- Paid Holidays
- Paid Time Off

EOE/Minorities/Females/Vet/Disabled