



Payroll & Benefits Specialist

Reports To: Business Manager

SUMMARY

The Payroll & Benefits Specialist administers the activities relating to the company payroll, benefits and HRIS processing including developing, implementing and monitoring (i.e.: performing internal audit and control procedures to ensure that all wages and taxes are accurate). The individual will be the company's subject matter expert with all payroll, benefits and HRIS administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES

PAYROLL

- Process payroll for hourly, salaried and temporary employees; including reviewing and importing hours from time and attendance system, entering tax and direct deposit information, administering regulatory requirements (i.e.: garnishments, tax levies and support orders) and processing other adjustments to pay as necessary.
- Implement and maintain payroll best practices to improve efficiency and consult with Business Manager to improve payroll and HRIS processes.
- Evaluate and implement payroll/HRIS systems upgrades and changes.
- Respond to all unemployment claims in a timely manner.
- Maintain employee records in payroll/HRIS systems.
- Administer the time and attendance policy and paid leave policy for all employees.
- Produces scheduled and ad-hoc reports pertaining to payroll and human resources requirements.

BENEFITS

- Administer all employee benefit programs including enrollments and terminations.
- Coordinate and conduct the new employee on boarding process and provide benefit presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.
- Fulfill all governmental regulatory mandates and ensures filings are performed as required.
- Plan and administer annual open enrollment period. This includes preparation (or revision) and distribution of materials, conducting meetings to communicate changes to employees, arranging for on-site representation by providers and processing changes within deadlines.

- Plan, conduct and report results of audits to ensure all enrollments are accurate and that dependent information is correct for each employee and works closely with Accounting for quarterly and year end audits (payroll, Workers Comp, 401k, etc.).
- Address benefit inquiries to ensure timely and accurate resolutions. Maintain contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Process monthly billings from providers. Review billings for accuracy and approve for payment in a timely manner. Resolve discrepancies with carriers and payroll.
- Coordinate with third party administrator to manage disability claims according to the plan.
- Administer online COBRA enrollments/changes and respond to and manage unemployment claims and workers compensation cases.
- Complete all paperwork, systems work, reports, etc., on retiring or exiting staff.
- Communicate all staff changes with pertinent departments and Business Manager.

HRIS ADMINISTRATION

- Maintain complete electronic and manual employee personnel files, records and other documentation for employees, including processing new employees, forms for employment status changes and maintaining timely and accurate files. Coordinate pre-employment paperwork and processes.
- Prepare statistical summaries and reports from the HRIS involving payroll information, performance management, demographic data and other employee data, requiring knowledge of the various Human Resources disciplines. Assist to maintain data integrity in systems by running queries and analyzing data and reviewing source documents for accuracy and completion of data input.
- Generate files/reports, benefit plans, annual reports and other special and ad hoc reports as requested.
- Recommend business process improvements having an HRIS component.
- Perform other related duties as required and assigned.

QUALIFICATIONS

- **Education:** High School diploma or GED required. Bachelor's degree or relevant years of experience; CEBS, CPP and/or PHR/SHRM-CP certification preferred.
- **Language Skills:** Ability to respond to common inquiries from vendors, financial institutions, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Possess strong written and verbal communications skills with the ability to communicate effectively in both.
- **Mathematical Skills:** Strong math and problem-solving skills with the ability to analyze data is required.
- **Computer Skills:** Must have strong knowledge of a variety of computer software applications including payroll, benefits, time & attendance and HRIS and self-service systems. Proficient in Microsoft Office and Google applications.
- **Other Skills and Abilities:** Must have a high level of interpersonal skills to handle sensitive and confidential situations. Strong understanding of Human Resources processes and terminology, payroll and benefit processes and procedures, including eligibility and enrollment rules and benefit procedures. Demonstrate exceptional analytical skills and ability to create useful and actionable reports from data. Possess strong organization skills and ability to complete multiple

tasks and a high volume of work on deadline. Strong attention to detail and ability to edit and proofread. Possess a creative outlook with a problem-solving attitude. Excellent time management, organization and follow-through skills. Ability to respond quickly and accurately to requests for data.

- **Certificates, Licenses, Registrations:** Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

Work is generally performed in an office requiring the frequent use of communication equipment and computers. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting. Must have the visual acuity and stamina to work at a computer monitor throughout the day.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.