

Human Resources Generalist – Payroll & Benefits Focus

Purpose Statement

The job of Human Resources Generalist – Payroll and Benefits Focus is done for the purpose/s of administration and coordination of payroll processing, employee benefits programs, and general human resources support. This position plays a critical role in ensuring timely and accurate compensation, compliance with relevant laws and policies, and high-quality service to employees.

This position reports to the Director of Human Resources and Public Relations.

Essential Functions

Payroll Administration

- Process monthly payrolls accurately and on schedule, including timekeeping review, deductions, adjustments, and final paychecks.
- Maintain employee payroll records in compliance with federal, state, and organizational policies.
- Coordinate with the business office to ensure accurate payroll reporting and reconciliation.
- Assist auditors for the purpose of providing supporting documentation and/or information on internal processes that is required for audit.
- Research and resolve discrepancies with payroll, benefit information, and documentation (e.g., time sheets, leave time, benefit providers, salary status, etc.) to ensure accuracy of records and compliance with established fiscal guidelines.
- Prepare a variety of payroll related documents (e.g. invoices for overpayments, retirement plan transfers, payroll register, stop payments, W-2 controls, worker's compensation, 941 quarterly reports, employee taxes, memos, letters, sub reports, garnishments, child support payments, dues to associations, tax shelters, EOM reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Respond to employee inquiries regarding payroll, deductions, tax forms (W-2s), and direct deposit.
- Participate in meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

Benefits Administration.

- Administer employee benefits programs including health, dental, vision, retirement plans, life insurance, and leave tracking.
- Conduct open enrollment and benefits orientations for new hires.
- Serve as liaison between employees and insurance providers.
- Maintain accurate records related to eligibility, changes, claims, retirement, and COBRA.

Human Resources Support

- Assist with onboarding and offboarding processes, including I-9 verification, background checks, and exit procedures.
- Support compliance with employment laws and internal policies (e.g., ACA, FLSA, FMLA, HIPAA).
- Maintain personnel files with accuracy and confidentiality.
- Provide general HR assistance to employees and managers, escalating complex issues as needed.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: using pertinent software applications, preparing and maintaining accurate records, strong interpersonal, and communication abilities.

KNOWLEDGE is required to perform complex math, including calculations using fractions, percents, and/or ratios; read technical information and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: keyboarding; data entry; pertinent codes, policies, regulations and/or relevant federal and state employment/payroll laws; participate in educational opportunities including professional publications, networks, and organizations; and maintain knowledge of research-based practices.

ABILITY is required to gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving with data frequently requires independent interpretation of guidelines. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; establishing effective relationships; maintaining confidentiality; meetings deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized procedures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience in payroll and/or benefits administration with increasing levels of responsibility is desired.

Education: Targeted, job-related education with study in job-related area.

Equivalency: Experience commensurate with job function and requirements.

Required Testing

None Specified

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training

Continued professional growth

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

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