



Specialist, Human Resources & Payroll

Reports to: Vice President, Human Resources & Administrative Services		
Level/Grade Professional	Type of Position Full-time	Hours/Week 40 hrs./week; non-exempt
GENERAL DESCRIPTION		
<p>The Specialist, HR & Payroll works directly with the VP, HR & Administrative Services and VP, Accounting to ensure that all human resource processes and payroll functions for the organization are carried out in a timely manner to ensure compliance. This position plays a key role in the organization's human capital management strategy by supporting the human resource functions, including but not limited to recruiting, on-boarding, compensation & benefits strategies, and record keeping.</p>		
JOB RESPONSIBILITIES		
<p>Human Resource functions</p> <ul style="list-style-type: none"> • Manage benefits plans, including enrollments, changes, terminations, and invoice review. Ensure proper payroll deductions are processed through the organizations payroll system. • Work with HR and department managers to implement recruitment strategies and interview process. Track status of candidates and follow-up as appropriate. • Manage new hire on-boarding, including orientation, new hire paperwork, and initiating drug screens and background checks. • Make recommendations for HR policies and practices to improve operational efficiency and employee engagement. • Respond in a timely manner to employee needs related to HR functions. • Process all aspects of employee information from initial hire process to termination including data entry into payroll, timekeeping, and benefits carrier systems to ensure accurate record keeping. • Participate in various HR workflows (such as but not limited to I-9 forms, EEO tracking, employee benefit program, workers compensation claims, unemployment forms, COBRA administration, etc.) by compiling, filing, and distributing appropriate electronic and physical paperwork. • Conduct audits of benefits, personnel files or other HR programs and recommend corrective action. Implements corrective actions as directed. • Conduct benefits testing as required, including but not limited to 403b and cafeteria plan non-discrimination testing. • Assist with the preparation of the performance review process. • Ensure all up-to-date legal postings are placed in a designated area within established timeframes. • Oversee the recruiting and management of HR Interns as necessary. <p>Payroll functions</p> <ul style="list-style-type: none"> • Manage and own the relationship with our payroll/HRIS vendor as the primary contact for the organization. • Conduct all aspects of semi-monthly payroll process with oversight and input from VP, Accounting and VP, HR & Administrative Services, including but not limited to reviewing on-call hours, overtime requirements, and updating benefits deductions. • Maintain timekeeping system with accurate project codes and pay/bill rates. • Research and implement payroll tax requirements as needed. • Ensure that the payroll back up staff member is updated and informed of any information or process change needed should that person need to run payroll. <p>Other</p> <ul style="list-style-type: none"> • Ensure proper use and protection of information assets by complying with the organization's information privacy and security policies to protect assets from unauthorized access and by reporting any security events or potential events or other security risks to the organization. • Perform additional tasks as directed. 		
POSITION REQUIREMENTS		
<ul style="list-style-type: none"> • Minimum two years of related payroll experience. Experience with Paylocity preferred. 		

- Minimum three years of related human resource experience.
- Commitment to payroll best practices and regulations including knowledge of payroll law/regulations.
- Exercise sound judgment and exhibit strong decision-making and problem-solving skills.
- Display exceptional interpersonal communication and leadership skills, with particular attention to confidentiality.
- Interact with employees in a positive and helpful manner at all times.
- Promote company policies and procedures by leading by example.
- Ability to work independently and cooperatively as part of a team.
- Ability to maintain strong attention to detail in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with a diverse team.
- Must be proficient in Microsoft Office.
- Must have excellent multi-tasking skills.
- Must be detailed-oriented individual.
- Must have excellent written, verbal and presentation communication skills.
- Must have the ability to stay focused in an extremely active/open office environment.
- Must be able to sit in front of a computer screen for extended periods of time.

EDUCATION/CERTIFICATION REQUIREMENTS

- Associates degree in a related field
- 3-5 years experience in a similar position will be considered in lieu of degree

OTHER INFORMATION

- Salary range: \$48,000 - \$55,000 per year

APPROVED BY N. Weber, VP,HR & Administrative Services **DATE POSTED** October 8, 2021

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.