

Job Description

TITLE: Human Resources & Payroll Specialist

HOURS/WAGES: Full-time, hourly position

DEPARTMENT: Human Resources

SUPERVISOR: Human Resources Director with some reporting responsibilities to the Financial Controller

DUTIES AND RESPONSIBILITIES:

HR Function

- Assist with calculation and preparation of employee compensation documents
- Monthly audit of insurance premium invoices with EE & ER payroll deductions
- Produce regular personnel reports and documents
- Assist HR Director with department's annual budget process
- Maintain spreadsheets that include salaries, benefits, wage tiers, etc.
- Maintain invoices and reporting for department expenses and prepares monthly credit card report.
- Assist HR Director with employee/personnel projects, training and benefits administration.

Payroll Function

- Verify ADP input of required documentation of new employees, employee changes, open enrollments
- Input and/or verify into ADP payroll data such as garnishments and other payroll specific data.
- Process regular, scheduled transfer of payroll data to ADP.
- Calculate export amount of H.S.A. & 403B contributions from EE's & ER and also submittals to governmental agencies such as BWC, garnishments, etc.
- Pull required/requested internal management reports from software.
- Assist with VC annual headcount budget by providing departmental totals for approved (filled & vacant) wages and benefit totals.

QUALIFICATION REQUIREMENTS:

Education and Work Experience

High school diploma or equivalent with some college or technical school coursework (*Associate's degree or equivalent from two-year college or technical school preferred*) **and**, minimum of three (3) years of job-related experience (preferably in a human resource or payroll department), technical experience including responsibility for maintaining computer HR/Payroll systems, **or** any equivalent combination of education and experience that provides the required knowledge, skills and abilities. **2-3 years of ADP Payroll & HRB experience and CPP preferred.**

Knowledge and Skills

- Extensive knowledge of computer software (Windows and Microsoft Office - especially Excel and Microsoft Word software); strong knowledge of ADP payroll & HRB systems highly preferred
- High level of integrity and maturity to handle sensitive and confidential materials, situations and documentation
- Knowledge of office administration procedures & ability to operate most standard office equipment
- Attention to detail in composing, typing and proofing materials
- Good to excellent spelling and grammar, as well as oral and written communication skills
- Solid understanding of payroll and payroll tax laws is a must, CPP preferred.
- Organize and write procedures in a logical/methodical manner
- Above-average time management skills including establishing priorities and meeting deadlines
- Work well in a team environment
- Ability to maintain confidential information is essential

Note: *For information on physical demands of this job see HR*

This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.