



Payroll / Benefits Specialist

Department: Human Resources
Classification: Full-Time / Non-Exempt
Reports To: Human Resource Director
Date: February 2020

Position Description

Objective

Responsible for accurate and timely payroll processing, handling all areas of benefit administration, and maintaining complete and thorough benefits and payroll related documentation. While the primary function of this role is supporting both payroll and benefit activities, assistance with other HR support functions directly impacting payroll and/or benefits may be required.

Essential Job Functions

An employee in this position is required to perform the following essential functions with or without reasonable accommodation.

1. Serves as first point of contact for both payroll and benefits related questions. Research, analyze, and resolve problems or questions. Proactively works with employees to reduce payroll and benefits issues and create positive solutions.
2. Processes and transmits accurate bi-weekly payrolls - reviewing payroll data before and after payroll is transmitted, reviewing manual batches, exception reports, etc., to ensure accuracy of payroll.
3. Processes and maintains detailed records of all benefits deductions, court-ordered wage orders, including child support, garnishments, and tax levies and supporting documentation for payroll/benefits information entered manually. Audits monthly carrier invoices to match system and adjusts as required.
4. Coordinates with management and finance team regarding any changes affecting payroll (examples: benefits deduction/accrual changes, timekeeping system changes/updates, tax withholding changes, paid time off changes, etc.).
5. Communicates effectively with outside payroll and benefits providers (as needed) to ensure accuracy and timeliness of payroll process and benefits enrollments, as applicable.
6. Prepares manual pays, special pays, and termination checks, etc. when needed.
7. Assists with coordinating/processing of year-end adjustments in preparation for issuance of W-2's.
8. Prepares and maintains payroll and benefits related reports, having a pre-established format where the data is easily accessible. Able to review and audit as required.
9. Responsible for keeping up to date on payroll and benefits tax laws and regulations while ensuring compliance with State/ Federal reporting (ACA, etc.) and state mandated benefits programs. Is proactive with continued training – aligning with budget requirements.
10. Manages open enrollment process for employees throughout the city and in partnership with HR Director and other support personnel. Ability to communicate benefits and process to employees for a smooth open enrollment.
11. Reviews online benefit enrollments for new hires, changes and transfers to ensure information reflects accurately with carriers and in HRIS.

12. Administers benefit programs including medical, dental, vision, life insurance, short term and long-term disability; and pre-tax health savings accounts, retirement, and other wellness programs.
13. Reviews and ensures accurate payroll data files for import/export to external benefits carriers and retirement providers and assist with benefits and retirement audits.
14. Ensures proper administration of COBRA and FMLA benefits with third-party provider.
15. Assist with reporting and management of online payroll and benefits related tools.
16. Perform other related duties as required.

Minimum Qualifications and Required Knowledge, Skills and Abilities

1. Minimum Associates Degree in Human Resource Management, Business Administration, Finance/Accounting or related field. Note: An equivalent combination of training and experience may be used to meet the minimum qualification of education (i.e. certified payroll professional CPP or equivalent).
2. Minimum two to four years' experience processing payroll for 200+ employees using HRIS, payroll, and timekeeping related software. Use of BS&A Software preferred.
3. Must have knowledge of all HIPPA and privacy requirements. Ability to handle confidential information in a professional and ethical manner.
4. Knowledge of IRS rules and guidelines for Federal income tax filings and State and City taxes. Knowledge of Department of Labor rules and guidelines for compliance with Federal, State, and City laws and policies. Working knowledge of human resource administrative policies, procedures, and regulations.
5. Must be familiar with generally accepted municipal finance principles and procedures. Ability to understand the principles of GAAP (Generally Accepted Accounting Principles) and GASB (Government Accounting Standards Board).
6. Ability to plan, organize, schedule and oversee completion of work assignments to achieve deadlines in an environment where interruptions occur frequently.
7. Must have exceptional interpersonal skills and ability to work as part of a team, including outside consultants. Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders and co-workers.
8. Excellent oral and written communication skills, ability to perform a wide variety of tasks during busy, sometimes stressful times. Proficient in all Microsoft Office products.
9. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
10. Must demonstrate appropriate customer service competences and behaviors in accordance with department policies and procedures.
11. Knowledge of relevant computer programs needed in the day to day operation of the department, including BS&A Software.
12. Ability to concentrate and pay attention to details; also, ability to organize, prioritize and work independently and in a busy environment where priorities and schedules change.
13. Manual dexterity to work effectively for extended periods. Lifts and carries supplies equipment etc. weighing up to 30 pounds to waist-high-level.

Physical Demands and Work Environment

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

An employee in this position spends a portion of their time in an office setting with a controlled climate where they sit and work on a computer for extended periods of time; communicate by telephone, e-mail or in person, and move around the office or travel to other locations to attend meetings and site visits.

Requires a valid State of Michigan driver's license, satisfactory driving record and the ability to maintain one throughout employment.

Approvals

The above is intended to describe the general content of and requirements for other performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

This job description has been approved by all levels of management.

City Manager

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

Date