

#### **POSITION SUMMARY**

Responsible for processing payroll for 100+ employees across multiple offices. Additional responsibilities include benefits administration and time off management.

#### **RESPONSIBILITIES**

Payroll and Time Off Management:

- Process semi-monthly multi-state payrolls for salaried and hourly employees and ensure the overall accuracy of employee data.
- Calculate and process time cards and corrections.
- System record maintenance including new hire setup, tax form processing, timekeeping input, benefits setup, terminations, garnishments, and other functions.
- Review payroll tax notices and work with ADP to resolve any issues and set up new tax jurisdictions.
- Review quarterly and year-end payroll tax reports to resolve problems and ensure accurate W-2s.
- Manage unemployment process; work directly with ADP to ensure timely response.
- Respond to inquiries related to payroll processing.
- Establish and maintain close relationships with HR assisting them with payroll inquiries.
- Provide ADP training for all new hires.
- Set-up annual payroll schedule and holiday schedule in ADP as well as other system updates as needed.
- In coordination with the Vice President, Human Resources, process leaves of absence and terminations with accuracy according to state laws.
- Assist employees and managers with time and attendance issues.
- Run quarterly paid time off (PTO) reports and circulate to managers for review.
- Assist with government compliance reporting including EEO, CA Paydata, Affirmative action.
- Prepare internal reporting including annual headcount and quarterly ESG goal reporting.
- Update Performance Management System with new employees, title changes, manager changes, etc.
- Serve as back-up to Vice President, Human Resources for HR related inquiries, new hire training, etc.
- Acts in accordance with the values of the company and complies with all company processes and procedures.
- Completes other duties as assigned.

### Benefits Administration:

- In partnership with the Vice President, Human Resources, review benefit plans on an annual basis and make recommendations for plan changes.
- Assist benefits broker with system setup and communications related to open enrollment.
- Assist with open enrollment communications and test open enrollment sites prior to rollout.
- Audit open enrollment changes and communicate with employees to resolve potential errors.
- Audit monthly benefit bills and prepare invoices for accounting.
- Assist with annual retirement plan audit and true up contribution.
- Respond to employee inquiries regarding benefits and retirement plans.
- Assist Vice President, Human Resources with Cobra Administration.
- Prepare semi-monthly HSA funding requests.

### Compliance/Reporting:

- Complete annual AAP Reporting
- Complete annual EEOC Reporting
- Complete EEO – California Pay Reporting
- Complete EEO – Illinois (EPRC)
- Send out PAPACA Notice to Employees
- Work with Insurance Partner (Alliant) on 5500 Filing
- Complete all other mandatory compliance related reports

## QUALIFICATIONS

- Bachelor's degree and/or related experience
- 5-7+ years of human resources/payroll experience strongly preferred
- Ability to adhere to processes and procedures
- Strong grammatical skills
- Strong team player
- Strong working knowledge of Microsoft Office software products preferred
- Service to key customers, and outside contacts, is courteous and prompt
- Ability to handle multiple tasks at the same time, maintaining a professional demeanor
- Ability to prioritize responsibilities and manage time efficiently
- Must be extremely detail oriented
- Excellent communication and interpersonal skills
- Able to handle stressful and demanding environment
- Flexible with respect to work schedule; able to travel when required.

## **HUMAN RESOURCES SYSTEMS**

- ADP Workforce Now (HRIS, Payroll, 401(k), Recruitment)
- HealthEquity – FSA and COBRA Administration
- Saba/Halogen – Performance Review System
- Yardi – Invoice Processing
- Microsoft Office and Teams

## **BENEFITS AND SALARY**

The client offers a robust benefit package including, but not limited to, medical, dental, vision, Life Insurance and AD&D, STD/LTD, 401(K), Summer Hours, PTO, Paid, Holidays, etc.

Compensation for this role is based upon experience, qualifications, education and typically ranges from \$85,000 to \$115,000 + bonus. We are considering candidates at the Specialist level as well as at the Manager level, the compensation range reflects this.