

POSITION TITLE

Payroll/Benefits Administrator

ACCOUNTABLE TO

Vice President - Controller

SCOPE OF RESPONSIBILITIES

The primary function of this position is to administer the semi-monthly payroll, oversee benefits renewal and enrollment, and perform related accounting tasks associated with these functions, and other accounting functions as assigned. This position will report directly to the VP - Controller regarding job specific functions.

BASIC DUTIES AND RESPONSIBILITIES

Human Resources Administration

Create and maintain all personnel files and employee records. Serve as the liaison between the company management and retained HR consulting firm, as needed, as well as the internal contact for employees who have human resource-related issues.

Payroll Administration

Assure timely, accurate and confidential administration of all payroll functions including, but not limited to, the following:

- Compile, input and transit semi-monthly payroll
- Ensure that all benefits and personnel changes are in effect at the appropriate dates in the payroll program
- Reconcile payroll and distribute pay stubs
- Make payroll journal entries in the accounting software
- Answer employee questions regarding payroll problems and concerns
- Communicate with ADP directly about administrative tasks, such as annual payroll schedule and SUI tax rate changes

Benefits Administration

Maintain benefits enrollment data in the ADP/Workforce Now payroll platform, especially as it relates to medical and dental enrollments. Review and distribute 1095-C forms at year-end.

Administer the health and welfare plans, retirement programs, fringe benefits, and all other company provided insurance plans. Notify participants of eligibility in both the 401k plan and the long-term disability plan. Communicate with benefits broker at annual enrollment period.

Perform employee enrollment and changes in on-line employer portals. Serve as main contact with benefit vendors.

Assist Plan Administrator with administration of 401k plan (calculate and transmit monthly employee contributions and loan repayment data files payments, process quarterly employer match funds, compliance testing, annual audit file, year-end reconciliation, etc.).

Conduct employee new hire orientations and coordinate terminated employee benefits (i.e., COBRA and retirement benefit programs).

Reconcile monthly invoices for company benefit plans.

Accounting/Miscellaneous

Perform monthly procedures related to estimated and actual/adjusted salary billings.

Calculate and prepare quarterly workers' compensation tax return with the Department of Labor & Industries.

Process accounts payable and cash receipts for Wright Runstad & Company.

Reconcile monthly bank account statement for several entities, as directed.

Assist, as needed, with the development of employee training or other company events.

KNOWLEDGE AND SKILLS

Knowledge of state and federal laws governing HR, benefits and payroll administration.

Working and practical knowledge of ADP Workforce Now cloud-based payroll platform, Microsoft Excel, Word, and Mri or other accounting software very helpful.

Ability to handle extremely confidential and sensitive information is a requirement.

Excellent customer services skills, with ability to relate to employees and remain pleasant even under challenging circumstances.

Excellent verbal and written communication skills.

Ability to prioritize tasks and multi-task, if necessary.

Excellent organizational skills.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

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

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

No less than three (3) years in an office environment with significant experience in a payroll/benefits/HR capacity. Degree in a related field, or a combination of education and experience from which similar qualifications can be drawn.