

## SUMMARY

The Human Resources Generalist is responsible for a wide range of activities in the Human Resources department, including assisting with administration of the payroll and benefit programs. This position will be a point of contact for payroll/benefit questions and issues for all employees/retirees, as well as communications with third party vendors.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Complete bi-weekly payroll processing via ADP Workforce Now. Ensure bi-weekly payrolls are processed in a timely and accurate manner.
- Verify non-exempt personnel time sheets utilizing an electronic time and attendance software product for compliance with policy, state and regulatory requirements.
- Reviews computed wages and corrects errors to ensure the accuracy of earnings. Ensure that all changes to payroll are processed correctly.
- Oversee taxable fringe benefits administration i.e., group term life insurance, monthly parking, etc.
- Administer 401(k) plan by assisting with employee questions and concerns and ensuring accurate and timely contributions are made to the 401(k) administrator. 401(k) annual financial and actuarial information reporting and compilation of data specs. for 401(k) testing.
- Unemployment claims administration
- Prepare various payroll and management reports, journal entries, workers compensation and reconcile quarterly payroll taxes.
- Handle all garnishments, deductions, and vacation/sick accruals.
- Answers inquiries regarding employment verification. Responds to employee inquiries and requests regarding payroll matters.
- Maintains client confidence and protects operations by keeping information confidential.
- Coordinate employee eligibility, enrollment and termination process for benefits, including leaves of absence.
- Using superior customer service skills, provide timely and accurate response/guidance to incoming communication from employees/retirees regarding benefit plans, enrollment procedures/processes, premiums, mid-year changes, retirement, etc.
- Responsible for preparation and reconciliation of weekly/monthly benefit plan invoices, ensuring accurate enrollment and benefit charges; researches and resolves enrollment and billing discrepancies.
- Serve as liaison to insurance carriers, benefits providers, and other 3rd party vendors, and coordinate activities as they relate to benefits administration.
- Conduct new employee on-boarding, providing information related to work schedules, compensation, benefits, and other related information.
- Responsible for coordination of annual open enrollments, rollout of new benefit plans, health fairs, and other benefit/HR related events and activities.
- Assess, develop, and implement strategies for improvement in administrative processes and service delivery.
- Responsible to affect a culture of continuous improvement and performance excellence.
- Work on special projects as assigned by the Director of Human Resource.
- This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

**QUALIFICATIONS.** The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## EDUCATION AND/OR EXPERIENCE

- Bachelor Degree in human resources, public administration, or business management is strongly preferred but will consider directly applicable experience in lieu of education.
- Prefer a minimum of two years' experience in a payroll and/or benefits coordination role with some general HR experience a plus.

## KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Strong work ethic, willingness to learn, and attention to detail are required.
- Strong communication, presentation, and interpersonal skills with a proven track record of working with employees at all levels in an organization.
- Ability to maintain highly confidential information.
- Must have knowledge of Microsoft Word, Excel, and PowerPoint.
- Strong analytical skills and knowledge of plan designs.
- Proven ability to work effectively in a team environment.
- Capable of effective planning and priority setting.
- Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Knowledge of federal and state regulations and compliance requirements affecting employee benefits programs.

## CERTIFICATES, LICENSES, REGISTRATIONS

- HRCI and/or SHRM Certification a plus.