

## **Payroll & Benefits Administrator**

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**Department:** Human Resources  
**Reports to:** HR Manager  
**FLSA Status:** Nonexempt

**Position Summary:** The Payroll & Benefits Administrator is responsible for the bi-weekly payroll preparation and processing for two separate payroll companies. The Payroll & Benefits Administrator is also responsible for the administration of all employee benefits.

**Primary duties and responsibilities** include but are not limited to the following:

### **Payroll**

- Reviews and accurately processes employee change notices (ECN's) daily to ensure the system, with employee changes, is up-to-date in preparation of bi-weekly payroll. May also initiate ECN's.
- Reviews and audits changes made within the system, such as: benefit elections, new hire data, tax designations, labor allocations, workers comp codes, etc. to ensure accurate processing of those changes within a given bi-weekly payroll.
- Reviews & processes regular and on-call timesheets on a bi-weekly basis. This includes making necessary corrections and communicating with employees and supervisors to ensure that timesheets processed are accurate and error free.
- Processes payroll for all employees in three (3) payroll companies, ensuring payroll is accurate, free from errors and that it is processed according to established timelines.
- Investigates inconsistencies within the payroll system and provides a solution-based approach when troubleshooting issues and dealing with staff and/or vendors.
- Ensures organizational policies are properly applied in all payroll situations, consulting with DHR in unique situations, or when a solution is not clear.
- Processes bi-weekly retirement plan contributions according to internal controls. Ensures payroll contribution upload is accurate and free from errors. This includes troubleshooting warnings and errors and working with Benefits Coordinator and outside retirement plan representative to correct errors as needed.
- Ensures DHR and/or the HR Generalist is aware of unique employee situations in relation to payroll processing, such as: excessive absences, excessive overtime, etc.
- Completes manual checks as necessary including final paychecks, separation or legal payments.
- Works with front desk operations staff to ensure payroll is properly distributed according to established timeline.
- Provides timely and accurate payroll reporting data to accounting based on established timelines for the posting of payroll and benefits journal entries.
- Provides standard and custom reporting to department leaders on a monthly, quarterly, and as needed basis.

### **Benefits Administration**

- Serves as system administrator and maintains benefits administration system current.
- Participates in annual benefit planning & renewal process with Director; coordinates open enrollment process for the organization.
- Coordinates and manages all health, welfare and retirement plans, including but not limited to: enrollments, change reporting, handling disputes and claims resolutions, monitoring auto-enrollments, and communicating benefit changes to employees.
- Serves as a liaison between broker(s), account representatives and staff.
- Reconciles benefit statements for approval by Director.

- Manages employee housing, including but not limited to: maintaining internal waiting lists, executing housing agreements, ensuring guidelines are up-to-date and recommending revisions as needed.

### **Onboarding & New Employee Set Up**

- Participates in new hire orientations by reviewing time & attendance policies & procedures with new staff.
- Trains new staff on system registration, timesheet input, requesting paid time off. Trains new supervisors on approving timesheets, overtime, on-call, paid time off and other areas as needed.
- Responsible for all direct deposit set up and troubleshooting.
- Responsible for all time and attendance set up within the payroll system.

### **Compliance & Other**

- Responsible for ensuring compliance with state and federal regulations, including ACA and tax compliance. Responsible for ensuring ongoing compliance of all IRS and EDD reporting materials. This includes but is not limited to payroll tax returns, W-2's, employer responses to request for information, and 1095c's.
- Responsible for set up and on-going monitoring of all garnishments & levy's within the system.
- Communicates with State & Federal agencies when dual garnishment issues arise and works to troubleshoot any issues. Communicates with employees as necessary.
- Responsible for monthly workers compensation payroll reporting. Works with DHR on annual workers compensation renewal by completing a payroll analysis of estimated payroll costs for the upcoming year.
- Reconciles and allocates quarterly UI statement in preparation for processing by accounting.
- Serves as lead point person for all payroll-related items for audits of properties, the corporation, workers' comp, retirement plan and other audits as needed.
- Maintains employee portal.

### **Qualifications: Skills, Knowledge and Abilities**

*To perform this job successfully, an individual must be able to perform each duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Education and/or Experience:**

- High School Diploma or GED required. Associates degree preferred.
- Previous experience working within a payroll system and processing of payroll for an organization of similar size a plus.

### **Skills, Knowledge & Abilities:**

- Must have knowledge of Local, State, and Federal wage & hour laws, including local benefit ordinances.
- Must have strong computer skills, with at least intermediate skills in Excel, Word, and Outlook. Functional expertise in ADP Workforce Now is highly desired.
- Must have the ability to demonstrate accuracy and thoroughness, and monitor own work to ensure accuracy and quality, as well as the ability to realize when deviations occur in order to resolve them required.
- Must have the ability to analyze data and to make estimates and recommendations based on analysis.
- Must have strong organizational, multi-tasking, and follow-through skills with the ability to meet deadlines within scheduled time frames.
- Must have the ability to maintain confidentiality in all personnel matters.
- Must have ability to assimilate a variety of information from various individuals and make recommendations and decisions from which a precedent may not exist. Must have ability to use

time efficiently, adapt to changes in the work environment, manage competing demands, and deal with frequent change, delays or unexpected events.

- Must be pleasant, with the ability to work collaboratively with different departments and levels of management.

**Supervisory Responsibilities:**

- None

**Certificates & Licenses:**

- Certified Payroll Professional preferred.

**Mathematical Skills:**

- Must have ability to add, subtract, multiply, and divide using whole numbers, fractions and decimals.

**Physical Demands:**

- Position requires simple grasping and fine manipulation, sitting at a desk and using a computer and telephone for extended periods of time.
- Intermittent twisting to reach objects near the desk, standing, walking, bending reaching and occasionally lifting or moving objects which may weigh up to 15 pounds.

**Work Environment:**

This job is mainly conducted in an open office environment where noise and temperature variations are minimal. Must be able to work in a stressful work environment and work under time demands.

This job description is not inclusive of all responsibilities, skills, requirements, efforts or working conditions associated with this position. While this job description is intended to be an accurate reflection of the current position, management reserves the right to modify the position or to require that other or different tasks be performed when circumstances change. This job description replaces all previous descriptions for this position.

*Satellite Affordable Housing Associates is an Equal Opportunity Employer.*