



Job Description

JOB TITLE: Payroll and Benefits Specialist
REPORTS TO: Director of Human Resources
HOURS/STATUS: Full Time: 37.5/Non-Exempt
SALARY RANGE: \$28 - \$36 Hourly

JOB SUMMARY

Under the supervision of and in cooperation with the Director of Human Resources is responsible for carrying out responsibilities in payroll, benefits administration, and employment law compliance.

SPECIFIC JOB RESPONSIBILITIES

- Coordinate and process payroll including employee maintenance, review of payroll processing reports, transmittal to payroll vendor, and distribute paychecks to employees.
- Prepare and transmit Retirement Plan remittances.
- Prepare Cash Requirement Report for CFO.
- Participates in benefits administration, including claims resolution, approval of invoices for payment, distribution of annual employee notices as required, and assisting with benefits reporting requirements. Support plan audit of all benefits.
- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions. Assist in resolution of conflicts.
- Ensures compliance with COBRA guidelines by entering separations into vendor platform. Assist in resolution of conflicts.
- Coordinates health, life and disability insurance enrollments and communicates with service providers concerning routine administration of programs. Assist in resolution of conflicts.
- Administers the disability, workers compensation, and family leave plans including FMLA and NYPFL.
- Processing Employee change letters, salary letters, and other similar payroll related documents.
- Serve as backup to Human Resources Generalist, including orientation, etc.
- Performs benefit Orientation for all new employees.
- Coordinates with CFO reports for budgets, special projects, etc.
- Participates in developing department goals, objectives, and systems.
- Maintains other records, reports, and logs to conform to EEO regulations.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists in evaluation of reports, decisions and results of department in relation to established goals. Recommends new approaches, policies and procedures to continually improve efficiency of the department and services performed.

- Maintains compliance with federal, state and local employment and benefits laws and regulations.
- Performs customer service functions by answering employee requests and questions.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists in organizational training and development efforts.
- Maintains human resource information system records and compiles reports from the database.
- Assists with processing of terminations.
- Performs other related duties as required and assigned.

QUALIFICATIONS

Candidates for this position will have: the ability to demonstrate and provide examples of continuous personal development and improvement; a customer-focused attitude. Must have excellent communication skills (verbal and written); problem solving skills, strong organizational skills and the ability to effectively manage multiple tasks/projects. Must be able to demonstrate computer literacy and proven experience with Microsoft Office (Word, Excel and PowerPoint) HRIS, and payroll systems. Must be sensitive to the cultural diversity of others and facilitate trusting relationships and partnerships with board members, vendors, and co-workers. This position requires a high degree of confidentiality, organizational and time management skills. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, with or without reasonable accommodation.

EDUCATION and/or EXPERIENCE

Bachelor's degree in business administration or related field and three to five years of relevant experience in payroll and benefits administration, or equivalent five to seven years of experience.

EQUAL OPPORTUNITY EMPLOYER

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