**Compensation and Benefits Specialist**

To apply: Send your resume and cover letter to [Carolyn\_collier@resourcepro.com](mailto:Carolyn_collier@resourcepro.com)

Are you a payroll and benefits guru with a passion for providing an amazing employee experience? Do you enjoy developing processes and researching best practices? Are you looking to expand your compensation and benefits knowledge with a growing global company?

*ReSource Pro* is seeking an experienced HR professional to join our team as a **Compensation and Benefits Specialist.** This role provides critical support to our organization and employees by maintaining and processing accurate payroll and benefit records, leading employee health and wellness initiatives, and supporting the *ReSource Pro* employee experience.

We hire the best, because our service is only as good as the people delivering it. We’re committed to hiring individuals who engage in our amazing culture and embrace our core Values: Commitment to Community, Teamwork, Passion for Excellence, Service Centric, and Best Self.

**What you'll do:**

* Process payroll and respond to payroll or benefit questions from internal customers
* Enter and maintain employee information in health plan vendor systems and validate deductions within the compensation systems
* Complete and submit new hire, change, and termination paperwork for payroll, health plans, and employee information records
* Run reports and queries from various payroll and benefit portals and serve as the subject matter expert on payroll and benefit reporting
* Reconcile billing statements to ensure payroll deductions are accurate within all systems/records
* Plan, coordinate, and evaluate monthly wellness and engagement activities
* Support the administration and reporting requirements of various leaves of absence including FMLA, ADA, LTD, STD, and Personal leave
* Develop and maintain annual calendar of employee events and activities
* Support employee onboarding and orientation

**What we'll provide:**

* 100% paid Employee Healthcare on Day 1
* Generous PTO plan and paid holidays
* 401k with generous employer contribution match and vesting schedule
* Opportunities for growth and development for an evolving future with *ReSource Pro*
* Collaboration, teamwork, and openness to creative solutions
* Opportunities to work with and access to Senior Leaders
* Amazing work culture in a hip downtown office
* Relaxed business casual apparel
* Bright and engaged co-workers

**What you need to have:**

* ​Bachelors degree in Accounting, Finance, Human Resources, Business or other related field
* 4-6 years’ experience in a human resources generalist role, with an emphasis on payroll and benefits administration
* 2-3 years’ experience processing payroll and administering employee benefits
* 1-3 years’ experience administering or supporting wellness initiatives
* SHRM/PHR certification is preferred
* Proficient in Microsoft Office products and particularly savvy in Excel
* Experience working in various Human Resource Information Systems (HRIS) and payroll/accounting systems
* Experience running and creating reports in various HRIS and payroll/accounting systems
* Experience managing an HRIS/Payroll software vendor change is highly preferred
* Familiarity with the reporting requirements and tracking of FMLA, ADA, ADAAA & other leaves of absence
* Teamwork and collaboration is an absolute must!

*ReSource Pro* is an Equal Opportunity Employer focused on creating an engaging and collaborative culture.  We offer world-class benefits and give our employees the opportunities to focus on what matters most to them - in and out of the office.

APPLY NOW!