***Job Description***

**Payroll & Benefits Specialist**

|  |  |  |  |
| --- | --- | --- | --- |
| **Version** | **1** | **Effective Date** | **4/1/2023** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Department | **AEF Administration** |  | Salary Range Code | **TBD** |
| Position | **Payroll & Benefits Specialist** |  | Location | **Hybrid in GI or Remote in Lincoln** |
| Reports to | **Manager, Human Resources** |  | FLSA Status | **Exempt** |

**General Position Description**

As a Payroll & Benefits Specialist, you will be responsible for administering employee benefits programs and processing payroll accurately and efficiently. You will serve as the primary point of contact for employee inquiries related to benefits and payroll matters, ensuring compliance with company policies and regulatory requirements. This role requires a detail-oriented individual with strong analytical skills and the ability to maintain confidentiality.

**Major Duties and Responsibilities**

**Benefits Administration:**

* Administer employee benefits programs, including health insurance, retirement plans, life insurance, and other fringe benefits.
* Process enrollments, changes, and terminations in benefits plans accurately and in a timely manner.
* Coordinate open enrollment activities, communicate benefit options to employees, and provide support during the enrollment process.
* Serve as the main contact for benefits-related inquiries from employees, vendors, and third-party administrators.
* Ensure compliance with federal, state, and local regulations governing benefits programs, including COBRA, HIPAA, and ACA.
* Track and record all paid and unpaid Leaves of Absence assuring employees are paid correctly.

**Payroll Processing & Administrative Support:**

* Process payroll for all employees accurately and on time, utilizing payroll software/systems.
* Calculate and input changes in position, wage and hour data, including salaries, hourly wages, bonuses, and deductions.
* Review and verify timekeeping records for accuracy and completeness.
* Address payroll-related inquiries and concerns from employees promptly and professionally.
* Collaborate with finance and HR teams to ensure accurate financial reporting and compliance with tax laws and regulations.
* Conduct periodic audits of payroll and benefits data to ensure accuracy and compliance with policies and regulations.
* Assist with internal and external audits as needed, providing documentation and support.

**Health & Wellness**

* Oversee and attend employee Wellness Committee meetings to provide guidance on new employee wellness initiatives.
* Review and research any health or wellness issues that arise with employees to provide resources to employees.
* Continually encourages EAP usage and other wellness benefits to employees through training and education.

**Strategic Planning & Continuous Improvement:**

* Monitor administrative costs of benefits programs and recommend cost containment strategies, including alternative methods for administration and funding.
* Analyze current benefits, evaluating the use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs, and identify the company's stance.
* Research employee benefits plans and vendors to identify those that present the best value.
* Survey industry trends. Complete benefits surveys and review information obtained from the results.
* Identify opportunities to streamline processes, improve efficiency, and enhance the employee experience related to payroll and benefits.
* Participate in the research and implementation of new payroll and benefits software/systems, as well as process enhancements.

**Qualifications**

**Education and Experience**

* Associate's degree in Human Resources, Accounting, Business Administration, or related field preferred.
* Three to five years of previous experience preferred.
* HR Certifications preferred: SHRM-CP or SHRM-SCP.
* Proficiency with payroll software/systems and MS Office applications, particularly Excel.
* Strong understanding of payroll tax regulations and reporting requirements.
* Excellent organizational and problem-solving skills with the ability to effectively prioritize multiple tasks in a deadline-driven environment.
* Must be self-motivated with strong initiative, accountability, and attention to detail
* Excellent communication and interpersonal skills, with the ability to interact with employees at all levels.

**Supervisory Responsibility**

This position does not have direct supervisory responsibilities.

**Career Type:** Professional

Work is primarily achieved by an individual or through project teams; requiring application of expertise in professional area(s) to achieve results. Progression within classification is reflected by increasing depth of professional knowledge, project management, and ability to influence others.

**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. The employee is required to talk or hear; may be necessary to stand, walk, handle, or reach with hands or arms. This is largely a sedentary role; however, some filing is required, calling for the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. The team member frequently is required to walk. The team member is occasionally required to pack and move files or boxes as well as lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Position Type and Expected Hours of Work**

This position will have access to confidential information. Background check is required for this position.

This is a full-time, exempt position and you are expected to work during the Company’s core business hours, unless a different schedule has been agreed upon with your manager, as well as additional overtime hours necessary to get the job done. As an exempt employee, you will not be eligible for overtime compensation for hours worked in excess of forty (40) in any work week.

**Travel**

Travel may be occasional from time to time for this position for extended learning seminars or training.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. The duties, responsibilities and activities for this positions may change at any time with or without notice.