

# **PORT LUDLOW ASSOCIATES**

**POSITION TITLE: PAYROLL, BENEFITS & HR ADMINISTRATOR**

**FLSA: FULL TIME - NON-EXEMPT**

**DIVISION/DEPARTMENT: ACCOUNTING**

## **JOB SUMMARY:**

The Payroll, Benefits & HR Administrator is responsible for the payroll and benefits function for the company in compliance with federal regulations, state regulations and company policy. The position will perform a variety of payroll accounting functions in the preparation and reporting of payroll. Oversee the benefit plan administration, including open enrollment, reconciling premium statements. Maintain personnel records, HR documents and updating internal databases. They will act as the primary contact for all employee and manager inquiries.

## **QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE:**

- Associate or Bachelor's degree, or a combination of 3 years payroll, benefits administration, and HR experience.
- Professional certification, FPC/ CPP preferred.
- Basic understanding of Human Resources functions, including reporting, and recordkeeping requirements.
- Knowledgeable in EEO, HIPPA, ADA, ADEA, FLSA, FMLA, ACA, and COBRA laws and regulations.
- Strong organizational skills required.
- Excellent communication and interpersonal skills.
- Ability to work under pressure.
- Ability to handle sensitive/confidential matters.
- Ability to prioritize.
- Computer literacy/hands on experience.

## **ESSENTIAL FUNCTIONS:**

1. Performs entire payroll and timekeeping process including reviewing, validating and reconciling payroll data to ensure accurate payments, reporting and records.
2. Analyzes, reconciles and resolves payroll and timekeeping processing and employee payroll issues.
3. Audits payroll reports and prepares journal entries to record payroll expense, benefits, bonus incentives tips, vacation accruals, performs monthly, Quarterly and year-end reconciliations.

4. Resolves employee and system issues and interfaces with HR program on all payroll related issues responding to complex employee inquiries that require detailed explanation or interpretation using extensive knowledge of established guidelines, policies and procedures.
5. Interface with cross-functional groups, including third-party vendors (HR , Benefits, and Vendors)
6. Maintain payroll records to ensure accurate audit back-up for payroll changes.
7. Process new employees benefit selection in the payroll system, ensuring a copy of all pertinent information is on file for each person.
8. Reconcile monthly benefit premium statements for payment.
9. Maintain and update necessary personnel records and employee information.
10. Prepare reports required by government agencies, such as EEOC, Department of Labor, OSHA and similar compliance agencies.
11. Monitor Workers Compensation programs, ensuring claims and reports are submitted in a timely basis.
12. Direct recruiting efforts by advertising in newspapers and other media, contracting local organizations, other community sources and academic and professional schools; establishing contact with key personnel throughout the industry; and utilizing other personal contracts.
13. Performs other duties as assigned.