



JOB DESCRIPTION

Job Title:	Payroll & Benefits Specialist
Range:	S12
Program:	Finance
Supervisor:	Finance Director
FLSA Status:	Non-Exempt
Degree of Supervision:	Weekly
Positions Supervised:	None
Primary Purpose:	Responsible for semi-monthly payroll to all staff, and assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, and 403(b) plan.
Education and Experience:	Associates degree and 2 years of related HR/Fiscal experience; or equivalent combination of education and experience. Must possess basic accounting knowledge and an understanding of personnel records management. Proficiency in Microsoft Office applications and ability to use accounting software required. Knowledge of non-profit business practices and employment laws preferred. Ability to work in a fast paced environment with frequent interruptions. Must possess strong communication skills.

Minimum Qualifications:

1. Provide proof of current, valid Oregon Driver's License (or if out-of-state will obtain Oregon license within 30 days), comprehensive automobile insurance (if applicable) and a safe driving record (minimum of 3 yrs.) to use company or personal vehicle for required duties.
2. Successfully pass a Criminal Background Check and Medicaid Fraud Check.
3. Obtain and maintain current First Aid and Cardiopulmonary Resuscitation (CPR) certification.

Essential Duties, Responsibilities and Core Competencies:

- A. Prepares and inputs payroll data, using automated system to produce accurate and timely payroll.
- B. Ensures compliance with all applicable state and federal wage and hour laws.
- C. Prepares monthly, quarterly, and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management.
- D. Performs various journal entries, account reconciliations, and provides general ledger support.
- E. Facilitates management and staff understanding of payroll procedures.
- F. Staff contact for all benefit and payroll questions and requests, provides timely responses to all inquiries and communications.
- G. Verifies the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims, and costs. Resolves administrative problems with the carrier representatives.
- H. Responsible for maintaining employee taxes, wages, benefit and deductions in current fiscal accounting software.
- I. Ensures all staff garnishments and child support withholding orders, as well as all federal and state payroll taxes are remitted as required.
- J. Responsible for processing quarterly federal and state tax reporting requirements and annual W2 processing.
- K. Responsible for managing electronic time keeping system to ensure payroll, time off/leave accruals and continual maintenance of staff data is accurate.
- L. Ensure absences are accounted for to ensure all hours are captured and absences are documented.
- M. Ensure all New Hire reporting to the Oregon Department of Justice within the required timeframe.
- N. Administer all board approved employee benefits programs as per established policy. Participate in the identification and installation of new benefit plans.
- O. Ensure effective communication of benefits to staff and accurate enrollment of employees in required and optional plans.
- P. Assures company compliance with provisions of Employee Retirement Income Security Act (ERISA).
- Q. Assures adaptation of benefit programs to standardized computer and reporting systems.
- R. Develops benefit information and statistical and census data for actuaries and insurance carriers.
- S. Process Consolidated Omnibus Budget Reconciliation Act (COBRA) paperwork for terminated employees.
- T. Coordinate and administer open enrollment on an annual basis with support from HR.
- U. Abide by ethical codes, mission, values, and professional standards, including confidentially.
- V. Actively utilize, reference, and follow agency policies, procedures, and guidelines.
- W. Present a positive attitude, professional demeanor and demonstrated respect with youth and young adults, families, staff, visitors, and community partners.

- X. Perform all work tasks in a proper and safe manner per established policies, procedures and guidelines to prevent unnecessary injury, time loss and agency expense.
- Y. Comply with all federal, state and agency health and safety reporting requirements.

Other Duties:

- A. Perform other related work as assigned.
- B. Attend trainings and meetings as assigned. May be appointed to committees.

Attendance:

- A. Maintain prompt and regular attendance in accordance with company policy.
- B. Ability to be flexible and adjust schedule as necessary to fit program needs.

Physical Demands:

The physical demands described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is regularly required to use hands to type handle, reach with hands and arms; talk or hear. The staff person frequently is required to stand and walk. The staff person is occasionally required to sit, stoop, kneel, crouch or crawl. The staff person must frequently lift and or move up to 10 pounds and occasionally lift and/or move up to 45 pounds.

Specific vision abilities required for this job include close vision, distance vision, and depth perception and operating a motor vehicle.

Working Conditions:

The working conditions described here are representative of those that must be met by the staff person to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the staff person is frequently exposed to loud noises, outside weather conditions such as heat, cold and humidity. The staff person is occasionally exposed to chemical solutions and body fluids.

Hazardous Conditions: Risk of verbal and physical threats and harm from clients. Possible exposure to air and Bloodborne Pathogens.

Equipment Used: May include general office equipment, such as computer, telephone, agency or personal vehicle, general cleaning supplies, and kitchen utensils/supplies.

Travel: Travel is expected for required trainings.

Other Responsibilities:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Duties, responsibilities and activities may change at any time with or without notice.

Staff signature below constitutes staff's understanding of the requirements, essential functions and duties of the position.

Staff signature: _____ Date _____