



BOYS & GIRLS CLUBS
OF THE FOX VALLEY

Position Title:	Payroll & Benefits Assistant	Rev. Date:	02/25/2019
Department:	Human Resources	Classification:	Non-Exempt
Reports To:	Human Resource Director	Location:	Appleton, WI
Incumbent:		Signature:	

Summary

The Payroll & Benefits Assistant performs a variety of tasks associated with payroll administration including processing semi-monthly payroll, audits time entries and scheduling payments (garnishments, child support, etc.). They will be responsible for benefit enrollments in the carrier sites and inquiries from employees. Maintains accurate electronic files and records including inputting new hire information and requested changes. The individual will be the company's subject matter expert with all payroll functions and will have working knowledge of benefits and HRIS administration.

Essential Duties and Responsibilities:

PAYROLL

- Process bi-monthly payroll for hourly and salaried employees; including reviewing hours from time and attendance system.
- Administer and process regulatory requirements and payments, e.g., garnishments, tax levies, and support orders, and other adjustments to pay as necessary.
- Implement and maintain payroll best practices to improve efficiency and consult with team and HRIS provider to improve payroll and HRIS processes.
- Maintain employee payroll records.
- Provide timesheet training and support to employees.
- Produce Quarterly Department of Workforce Development Unemployment Report.
- Accurate response to requests for employee income verification.
- Produces scheduled and ad-hoc reports pertaining to payroll requirements.

BENEFITS

- Administer enrollments and terminations for all employee benefit programs including 401(k) plan.
- Assists with the new employee on boarding process.
- Assists with open enrollment period. This includes preparation and distribution of materials, conducting meetings to communicate changes to employees, arranging for on-site representation by providers, and processing changes within deadlines.
- Addresses benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.

- Assists with resolving discrepancies with carriers and payroll.
- Administers online COBRA enrollments/changes.
- Responds to and manages unemployment claims and workers compensation cases.

HRIS ADMINISTRATION

- Maintains complete electronic employee personnel files, records and other documentation; including processing new employees and employment status change forms. Assists with the coordination of pre-employment paperwork and processes.
- Generates files and reports such as annual non-discrimination testing for benefits plans, annual reports, as well as other ad hoc reports.
- Perform other related duties as required and assigned.

Required Skills/Knowledge:

- Bachelor's degree or relevant years of experience
- 5+ years of experience administering payroll, HRIS and benefits processes required. Work experience should include knowledge of basic human resources, payroll practices, benefits administration, and compliance or other related experience.
- Must have strong knowledge of a variety of computer software applications including payroll, benefits, time & attendance, HRIS and self-service systems.
- Proficient in Microsoft Office applications.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations.
- Strong understanding of Payroll processes and terminology, payroll and benefit processes and procedures, including eligibility and enrollment rules and benefit procedures.
- Demonstrates exceptional analytical skills and ability to create useful and actionable reports from data.
- Possess strong written and verbal communications skills.
- Possess strong organization skills and ability to complete multiple tasks and high volume of work on deadline.
- Strong attention to detail and ability to edit and proofread.
- Possess a creative outlook with a problem-solving attitude.
- Excellent time management, organizational, and follow-through skills.
- Ability to respond quickly and accurately to requests for data, ability to provide excellent customer service a must.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets.

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.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee must occasionally lift or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Position Type/Expected Hours of Work

This is a part-time position with approximately **20 hours per week**

AAP/EEO Statement

It is, has been, and will continue to be the policy, to provide equal employment opportunity without regard to race, color, religion, sex, national origin, age, disability, or veteran status. Further, it is the policy of Madison to undertake affirmative action in compliance with all federal, state, and local requirements to recruit a diverse pool of applicants and to ensure that our employment practices are, in fact, non-discriminatory. Such affirmative action shall apply to all employment practices, but not limited to hiring, promotion, transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship and on-the-job training. Decisions relating to personnel policies and practices shall be made on the basis of an individual's capacity to perform a particular job and the feasibility of any necessary job accommodation.

Other Duties

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