

HR/PAYROLL ASSISTANT

GENERAL SUMMARY

Under general supervision, but following established policies and procedures is responsible for performing a variety of professional and administrative support tasks related to the Bank's Human Resources function. Duties include but are not limited to: payroll entries and bi-weekly processing, review and pay monthly health benefits invoices, new hire paperwork processing and maintenance of Human Resources, Benefits administration, and Payroll records. Responds to employee questions and/or provides information upon request. Provide assistance to employees in understanding, payroll, benefits, and Human Resources policies, procedures, and programs.

PAYROLL

Responsible for the payroll cycle including employee data entry, payroll generation, verification and reconciliation of payroll, report generation and distribution, distribution of earnings statements, responding to employee inquiries and troubleshooting problems.

Is responsible for the preparation of bi-weekly Payroll to include:

Prepare and assure proper changes to payroll master file;

Receive and verify employee time records and input data;

Compile and maintain federal and state tax deposit payment records; and

Respond to and resolve employee questions/corrections regarding payroll.

TIME & ATTENDANCE

Supports the Human Resources (HR) Manager as backup for all aspects of time and attendance records such as preparation, input, review, adjustments, calculations, verification prior to transferring to payroll system on a bi-weekly basis.

Contacts managers/supervisors and employees with questions, corrections, and changes;

Assists with processing requests for Family and/or Medical Leave (FMLA) and Leave Without Pay (LWOP) once approved by the HR Manager; and

Monitors leave accruals periodically and reports to HR Manager on any issues/concerns, changes.

BENEFIT ADMINISTRATION

Responsible for employee benefit administration, including preparation of reports, reconciliation and payment of provider invoices, claims filing, maintenance of paper and electronic benefit files, responding to employee inquiries about benefits and troubleshooting problems;



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Coordinates with HR Manager the annual benefits open enrollment period. Arranges for distribution of materials from carriers, assists with communicating changes to employees and when needed arranges for on-site representation by providers.

Inputs benefit information for employees into payroll/HRIS system;

Reviews billing statements for accuracy. Reconciles accounts as needed. Adds/deletes employee information as appropriate. Obtains all signatures/approvals and forwards to Accounting Dept. for payment;

Maintains and is responsible for the accuracy of the benefit records. Develops and maintains benefits information in the payroll/HRIS system. Produces reports monthly and more frequently, if needed;

Ensures deductions for 401(k) are accurate and match payroll deductions; and

Ensures the Bank is in compliance with Federal and State legal requirements regarding benefits.

HUMAN RESOURCE ADMINISTRATION

Responsible for the accuracy and maintenance of human resources records (employee personnel files, payroll files, benefits files, benefit plan documents, affirmative action data, etc.). Duties include creation of files; data entry and verification of employee information into HRIS, preparing reports, and ensuring electronic copying of HR records are completed;

Maintains the HR database and records by entering all employee data related to Compensation, Benefits, and Performance into the HRIS including but not limited to: new employee file set-up, salary increases, performance reviews, promotions, and personal data changes.

Maintains all HR records in hard copy as required. Files all information required in Personnel files. Maintains all terminated employee records. Annually, purges files & scans documents for retention as required. Ensures all records are in compliance with applicable laws and regulations.

Prepares a variety of standard reports on an on-going basis. Prepares special reports as required.

Administratively coordinates the Performance Management program including sending out Review forms, tracking their return and entering the information into reporting system;

Maintains all required documentation regarding employment relationship and ensures the Bank is in compliance with all federal and state laws and regulations. Maintains and develops the HRIS employment data required for Affirmative Action purposes. Generates the EEO-1 form for review by HR Manager annually.

STAFFING

Maintains all applicant paperwork including resume, application, background authorization, interview evaluation form, etc. and creates files. Maintains an applicant tracking system;

Creates and/or collects new employee paperwork including but not limited to: welcome letters, I-9 form and documentation, health insurance enrollment, etc. Contacts employees when eligible for benefits enrollment.

Maintains an accurate database of staff by location and current vacancies.





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Coordinates the Internal Job Posting system. Develops announcements, screens applicants and personnel files to determine qualifications. Coordinates interview setup with Managers and applicants.

Provides backup support to HR Manager for posting vacant positions on external sites used by Bank;

Conducts New Employee Orientation. Ensures all paperwork is completed as required;

Acts as initial point of contact for employee questions related to HR policies and procedures and Payroll.

Completes annual basic Bank Secrecy Act training. Bank Secrecy Act responsibilities include reporting suspicious activity to your supervisor/manager and "Knowing Your Customer

Performs other administrative duties as assigned by the Human Resources Manager.

EDUCATION & EXPERIENCE

1. Minimum 3 to 5 years of payroll, benefits, and/or HR administration/generalist experience preferred;
2. PC proficient, including Microsoft Office (Word, Excel, PowerPoint, Outlook), payroll and HRIS systems;
3. Demonstrated knowledge of laws and regulations impacting the Payroll, Benefits and Human Resource function;
4. Previous payroll and human resource information system (HRIS) experience;
5. Excellent verbal, written, telephone, and interpersonal communication skills;
6. Excellent organizational, time management, analytical and problem solving skills;
7. Ability to manage multiple projects/priorities simultaneously and produce the desired results;
8. Ability to work with and manage highly confidential information;
9. Ability to function in a standard office environment and utilize standard office equipment including but not limited to: PC, fax, copier, telephone, etc. Some local travel required. Ability to lift 25 lbs.

