

## **Payroll and Benefits Specialist**

A Bohemia based company is looking for a payroll and benefits specialist to join its growing team. The organization is growing at an expedient rate and currently forming a strategic and energetic HR department. Be part of a family-oriented culture and a fast-paced environment with a successful heritage!

### **The Role:**

The Payroll and Benefits Specialist will administer the activities relating to the company payroll, benefits and HRIS processing including developing, implementing and monitoring (e.g., performing internal audit and control procedures to ensure that all wages and taxes are accurate). This position reports directly to the Director of Human Resources and works closely with all levels of managers and associates.

### **Roles & Responsibilities may include but not limited to:**

- Administer weekly payroll for over 350 associates (exempt, non-exempt, and commissioned)
- Audit time and attendance system for integrity
- Process garnishments, child support orders, tax levies, quarterly tax verifications, third party sick pay and worker's compensation reports
- Prepare and submit all federal and state required compensation and benefit reports
- Administer benefit plans including enrollments and terminations ensuring accurate record keeping and proper deductions
- Reconcile and process monthly invoices from benefit vendors
- Coordinate all leaves of absence and ensure compliance with federal and state laws and company policy
- Report and audit all contributions and loan payments for 401(k) plan
- Maintain accurate HRIS database including all benefit and payroll information for associates
- Oversee various employee benefit programs, such as group insurance, life, medical, dental, 401(k) and flexible spending accounts
- Act as HR liaison between payroll vendor and benefit carriers and resolve any discrepancies with carriers and payroll
- Produce scheduled and ad-hoc reports pertaining to payroll and benefits
- Coordinate with third party administrator to manage disability claims
- Maintain all worker's compensation records ensuring compliance with OSHA guidelines

### **To qualify for this position, your background must include:**

- Bachelor's degree required
- 3+ years of human resource experience, including experience with HRIS and processing full cycle payroll
- Strong understanding of Human Resources processes and terminology, payroll and benefit processes and procedures, including eligibility and enrollment rules
- Excellent time management, organizational, and follow-through skills with high attention to detail
- Proficient in all Microsoft Office applications
- Effective organizational and interpersonal skills including strong written and verbal communication skills
- Ability to work autonomously and use resources available to complete tasks timely

Contact Barbara DeMatteo at [BDeMatteo@pmpfr.com](mailto:BDeMatteo@pmpfr.com) if you would like to apply