

The Temporary HR Financial Specialist is responsible for (1) conducting necessary financial and benefit time accrual, and reconciliation of all HR billings and deductions (e.g. medical & union.) in coordination with Accounting and Payroll Depts.; (2) maintenance of HR database and production of standard and ad hoc reports; (3) overall maintenance and management of HRIS (ADP Enterprise)

ESSENTIAL FUNCTIONS, RESPONSIBILITIES AND DUTIES:

HR Billing, Auditing and Financial Analysis:

- Assure timeliness and accuracy of required billings and filings.
 - Allocate group health and dental claims experience monthly and review quarterly;
 - Prepare monthly and quarterly ACA reports.
 - Reconcile all health contributions and union contributions.
- Provide the technical support, test system functionality and work with end users to provide system support and troubleshoot system problems.
- Liaise with Payroll for calculating, accruing, monitoring and reporting of PTO, vacation and other benefit time, and changes to standard hours, and processing retroactive pay and mass rate increases. Establish audit reports and conduct periodic audits.
- Invoice processing: review, code and reconcile Dental, Medical, Vision and Union HR invoices.

HRIS and Database Management:

- Responsible for accuracy and maintenance of all employee information and records for all employee groups in HRIS with duties to include, but not be limited to:
 - Communicate routinely with ADP (or other HRIS vendor) account and customer support representatives to ensure optimal operation of the HRIS for all users; to troubleshoot and report issues encountered by system users, to obtain continued training for self and to schedule training for other department personnel as required; and to communicate relevant information to all administrative users of the system as appropriate.
 - Attain and maintain administrator level knowledge of the HRIS, system, Managers Self Service and Team Member Self Service portals, with duties to include but not be limited to, acting as first point of contact for all employees in the use of the HRIS
- Administer and maintain HRIS system and other HR portals (e.g. Manager and Team Member Self-Service), perform analysis of data and generate reports, reset passwords;
- New Hire processing/HR Support
 - Provide support for New Hire on-boarding (plan, execute, obtain and scan all required documentation, import data in ADP)

REQUIRED QUALIFICATIONS AND COMPETENCIES:

Education:

- A Bachelor's Degree in Human Resources, Business Administration, Finance, Accounting, Information Technology or related field AND at least five (3) years' experience in reporting, consolidation and financial analysis, two (2) of which supporting the HR function.

Certifications:

- PHR certification (or equivalent) highly desirable.

Computer Skills:

- Must have strong computer skills, and advanced/expert knowledge of Microsoft Office products (and in particular Excel and pivot tables).
- Must have strong understanding of, and experience with, HRIS database design, structure, functions, work flows and processes, and with database applications and tools (knowledge of ADP Ev5 strongly preferred).

Other Qualifications, Experience:

- Excellent communication (verbal and written) and organizational skills are required.
- Strong project management and organizational skills and experience. Proven ability to work effectively in a team environment. Capability of effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Must have strong knowledge of HR and payroll processes and data.
- Must be comfortable working in a fast paced, deadline driven environment.
- Strong analytical skills and a solid understanding of HR plan designs. Ability to understand, evaluate and make judgment on proposals (RFP's) and specifications development.
- General knowledge of benefit contract and collective bargaining agreement language, and experience working in Union environment helpful.
- Must possess excellent judgment and ability to identify when additional help is necessary.
- Ability to easily adapt to multiple situations, be flexible but firm, able to quickly identify dynamics necessary to assess and respond appropriately.
- Must possess high emotional intelligence and maturity to deal with variety of issues and maintain composure under pressure.
- Excellent interpersonal and coaching skills.
- Demonstrated understanding and ability to maintain confidentiality of sensitive private data.

To apply – Click on the below link:

<https://recruiting.adp.com/srccar/public/RTI.home?c=1214801&d=External&r=5000366467706#/>