



Benefits and Payroll Specialist

Position Summary:

Assist with design and administration of legally compliant, market-competitive benefit strategies, policies, and programs which attract and retain qualified associates. Maintain accurate benefits and payroll data, prevent and resolve problems, improve processes, and deliver quality customer service. Facilitate associate understanding of benefits and payroll procedures. Rely on experience and judgment to plan and accomplish goals. Familiar with and seeks to improve business practices and procedures. A wide degree of creativity, latitude is expected.

Reports to:

Finance & dotted line to Human Resources.

Role Qualifications:

Requires a bachelor's degree in a related area and at least 5 years of experience in the benefits and payroll field. Must maintain current knowledge of applicable state and federal wage and hour laws. Must remain proficient in payroll & benefits systems.

Key Responsibilities:

- Researches and analyzes current processes and practices to evaluate effectiveness and suggest improvements.
- Analyzes, prepares and inputs payroll data. Uses automated system to produce accurate and timely payroll. Ensures compliance with all applicable state and federal wage and hour laws.
- Prepares weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.) for management.
- Performs various journal entries, account reconciliations, and provides General Ledger support.
- Collects and manages incoming payroll data including salary adjustments, special payments, tax allocations and associate deductions and to set schedules,
- Accurately manages all payroll related data necessary to process and meet schedules.
- Maintains a high rate of client satisfaction through quality service.
- Keeps abreast of the payroll processing system and changes in wage and tax laws, and corresponds with federal, state and local tax agencies on behalf of our clients in problem situations.
- Maintains associate payroll and benefit files.
- Researches and resolves client/system problems.
- Establishes and maintains a positive working relationship with all levels of associates and external benefits consultant to promote a quality service image. Proactively communicates with associates throughout year on key benefit topics.
- Administers benefit programs such as retirement plans, medical, dental, vision, life insurance, disability, COBRA and FSA
- Contribute to maintenance of a three year forward looking strategic plan inclusive of a concise healthcare cost projection and cost mitigation strategy.
- Maintain legal compliance for health and welfare program
- Conducts benefit/payroll new hire orientations and continues to educate associates throughout their employment on the nuances of their benefits package.
- Assists with annual benefit renewal and open enrollment process.
- Work with benefits consultant to prepare annual total compensation reports to be distributed to associates via departmental managers at their annual reviews.
- In partnership with benefit consultant, recommends specifications for new plans or modifies existing plans to maintain company's competitive position and mitigate excessive employer cost increases.
- Researches, designs, and implements wellness initiatives to promote a healthy workforce and control long term healthcare costs.

- Analyzes benefits claims data and reacts with cost control initiatives.
- Processes monthly benefit invoices in a timely and accurate fashion.
- Acts as HRIS / payroll system expert for HR/Benefits functions and provides 'super user' level/designer support for our businesses.

Critical Skills:

- Planning and organization: an ability to plan and manage multiple projects
- Strong customer orientation
- Attention to detail
- Strategic thinking
- Maintaining confidentiality
- Initiative, self starter
- Creativity
- Learning agility (to maintain current required technical knowledge)
- Problem analysis and problem resolution
- Excellent interpersonal and communication skills
- Written communications skills
- Strong team player
- Computer proficiency: Word, Excel and database systems. ADP/HRB experience preferred.

Apply at www.atlantafalcons.com