



JOB ANNOUNCEMENT



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BENEFITS AND PAYROLL SPECIALIST HUMAN RESOURCES

Posting Date:	January 19, 2017	Job Code:	174-1540
Closing Date:	Open Until Filled	Grade:	0019 – Non-Exempt
Pay Range:	Hourly: \$15.23 - \$23.61 Annual: \$31,678 - \$49,108	Work Status:	Full Time

JOB SUMMARY

Assists in the administration of a comprehensive benefits program to include coordination of the health, vision, dental, life, retirement, death, and short and long term disability benefit programs. Performs various clerical support related to benefits administration, including the timely and accurate payment of invoices, maintaining accurate database with benefit designations for employees and retirees, compiling City census data, etc. Must be able to use considerable judgment and take initiative as required to perform and resolve human resources and/or benefits related tasks while working independently with limited supervision.

MAJOR JOB RESPONSIBILITIES

Serve as backup to Payroll Specialist.

Carefully check payroll maintenance each payroll cycle that has been entered by Payroll Specialist.

Assumes responsibility of payroll processing in absence of Payroll Specialist.

Assists in the preparation and distribution of informational literature and presentations to notify and advise employees of benefit plan details and eligibility requirements. Prepares for and conducts new hire orientation for all City personnel prior to benefit commencement.

Assists employees in completing insurance forms and processes applications for coverage; issues insurance cards and insurance booklets, maintains enrollment files and submits benefits deductions to payroll as needed

Plans and coordinates annual Open Enrollment activities and executes change forms to appropriate vendors as needed.

Calculates, prepares and files quarterly 941, State tax and unemployment reports as well as annual W2 forms and reports.

Calculates, prepares and files the ACA, PCORI, and OPEB reporting annually.

Serves on the Employee Assistance Fund Committee.

When serving as Payroll back-up:

Create, maintain, and update all employee records pertaining to pay rates, status changes, address or name changes and deductions.

Execute payroll benefit changes and calculate proration of benefits.

Create and inactivate positions as needed in the HRMS computer system.

Accrue biweekly PTO and maintain accumulated balances as well as making adjustments for new hires, terminations, workers' compensation, and employees on extended medical leave or FMLA.

Receive set-up, change or stop garnishments, levies, and voluntary deductions in compliance with federal and state guidelines and provide correspondence to proper authorities.

Receive and verify department timesheets for compliance with FLSA, Internal Revenue Service, Georgia Department of Labor, Georgia Department of Revenue, and City of Gainesville Policies and Procedures and advise management on required actions to remedy found issues.

Verify department timesheets for proper use of paid and non-paid leave and correct any errors.

Input hours, dollar amounts, and other exceptions into HRMS system to determine and correct out-of-balance issues.

Calculate short term disability and workers' compensations benefit amounts biweekly and maintain records.

Calculate levy amounts or other special garnishment deductions when HRMS system has limitation for automated calculation.

Prepare and issue checks and direct deposits for biweekly payroll including a monthly per diem payroll and a semiannual uniform payroll, to include creating and transmitting Automated Clearing House and control pay files to the bank electronically and verifying bank acknowledgement.

Timely review and process all required payroll reports and create reconciliations for accounting, to include creating general journal entries and requesting Accounts Payable checks.

Maintain payroll deductions, mail payments and replies as required by law.

Prepare special payroll related reports for three retirement plan tiers to process, balance and resolve any balancing issues.

Process bank wires for initiation and release by Accounting and confirm on payday, to include creating reports from database and sending information to two deferred compensation plans electronically.

Calculate, electronically file and email 941 Federal tax withholding and Georgia tax withholding amounts biweekly.

Confirm employment and complete wage verification requests from third parties as well as provide documentation to employees.

Review, approve, and process manual check requests.

Verify electronically housed reports are saved to proper drive on network.

Update Quarterly Wages, Flexible Spending Account/Dependent Care Assistance Plans, and Deferred Compensation spreadsheets.

Verify separation information has been completed for departing employees.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience:

High School Diploma or G.E.D.

Associates Degree preferred.

Six years progressive experience in employee benefits administration.

Working knowledge and understanding of benefits legislation: HIPAA, USERRA, ADA, COBRA, FMLA.

Licenses and Certifications:

Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

Professional in Human Resources (PHR) certification desirable.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of employee benefit administration.

Demonstrated proficiency in MS applications including Word, Excel, Access, PowerPoint, and Publisher.
Ability to create ad hoc reports from multiple software sources.

Ability to collect, compile, analyze, and maintain benefits data.

Ability to establish and maintain effective working relationships with other employees, outside agencies, and the public.

Strong analytical and problem solving skills.

Ability to perform semi-complex mathematical calculations with high degree of accuracy.

Remain current on new legislation and regulatory rulings which impact benefits administration.

Excellent verbal and written communication skills, to include group presentation skills.

Ability to maintain confidentiality.

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 regularly required to talk or hear. This is largely a sedentary role; however, some filing is required; it would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.

❖ THIS IS A FULL TIME POSITION AND ELIGIBLE FOR BENEFITS ❖

Due to Georgia State Law, all applications are subject to public disclosure.

Only candidates to be interviewed will be contacted.

As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.



The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.
