



## **JOB POSTING**

**Date:** April 29, 2008  
**Job Title:** Payroll and Benefits Specialist  
**Department:** Human Resources  
**Reports to:** Director, HR  
**FLSA Status:** Exempt  
**Supervises:** None

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**Job Responsibility:** Performs Human Resources functions at the professional level relating to payroll and benefits and salary and compensation review. Assists in ensuring legal compliance with Federal and State mandated laws. Coaches managers on issues relating to employee relations, payroll and compensation, company policies, and other general workplace issues.

### **Primary Job Duties**

- Reviews and processes additions and changes to computerized payroll system such as changes in salary, benefits, tax withholdings, etc. Processes semi-monthly transfer of payroll data to ADP.
- Ensures accounting distribution and preparation of deductions.
- Coordinates and processes any irregular payments such as sales draws, bonus payments, etc.
- Reviews and processes PTO, EIB, personal holidays and other absence related paperwork. Resolves discrepancies or appropriate usage issues as needed. Maintains accurate records.
- Identifies payroll control issues and recommend solutions.
- Reviews year end W-2's and other year end data for ADP and provide adjustments and corrections to ADP for year-end reporting.
- Develops and distributes annual benefit statements
- Maintains accurate payroll records of internal balancing and auditing procedures to reduce the possibility of payroll errors and company liability.
- Administers employee benefits programs such as retirement plans, medical, dental, term life insurance plans, disability programs, flexible spending accounts (FSA); and life insurance policies. Ensures monthly invoices are correct and vendor billing is sent for payment (by Accounting).
- Plans, develops, and/or participates in area and industry benefits and compensation surveys.
- Prepares announcement material, booklets, and other media for communicating new plans or plan changes to employees. Conducts employee meetings and arranges for enrollment of employees in optional plans. Conducts employee benefit seminars, and revises and reissues all communications material on benefits from time to time. Advises employees on existing benefits.
- Prepares reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service (5500), Department of Labor, insurance commissioners and other regulatory agencies.
- Develops benefit information and statistical and census data for actuaries, insurance carriers and management when needed.

- Coordinates annual employee benefits committee meetings.
- Processes all FMLA, COBRA and retirement plan requests ensuring compliance with appropriate regulations. Revises procedures as necessary to comply with Federal and state laws.
- Prepares documents necessary for implementing benefit coverage for employees.
- Processes and manages worker's compensation claims and record keeping requirements.
- Facilitates the return to work of injured employees per the return-to-work program guidelines.
- Meets with state claims managers on a regular basis to remain current and updated on open claims and facilitate claims resolution and closure.
- Facilitates the quarterly safety committee meetings with Corporate Services Manager in compliance with OSHA.
- Prepares monthly, quarterly and annual reports such as U.S Dept of Labor statistics reports, state required reports and other ad hoc reports as needed and requested.
- Updates and maintains benefit and payroll records, worker's compensation files and other confidential records as required by law. Scans files using IMAX. Conducts annual audit to ensure compliance.
- Ensures regulatory compliance with all federal and state guidelines including W.C., ADA, FMLA, HIPPA, EEO, affirmative action, etc.
- Prepares semi-annual employee information reports for managers for the budgeting process as requested.
- Handles day-to-day benefit and payroll inquiries to ensure quick, equitable, courteous resolution.
- Acts as HR representative on Employee Committee.

### **Secondary Duties**

- Assists in developing policy and procedures and other HR projects as requested.
- Cross trains on other KPS HR functions.
- Identifies and pursues relevant continuing education to remain current with changes impacting HR administration to include, but not limited to, benefits, payroll, and HR legal compliance.
- Other job duties and projects as assigned.

**Physical Abilities:** Functions are primarily performed in an office environment. Some movement is required throughout the KPS building to attend meetings. Some local travel is required when attending meetings and performing community relations functions. Occasional training at local or out-of-state locations is required. Office work is primarily performed at a workstation using a computer keyboard and monitor. Must have the ability to operate modern office business machinery.

### **Minimum Qualifications**

- BA/BS degree in Business or Human Resources and three years of related experience in payroll/benefits administration or a comparable combination of education and experience. PHR Certification desirable.
- Must have experience and be able to use the following: 1) Equipment: Personal computer and printer; fax machine; copy machine; and 10-key (200 kpm). 2) Computer software: MS Access, MS Excel, and MS Word. Knowledge of ADP PC Payroll for Windows and ReportSmith preferred.

### **Required Knowledge, Skills & Abilities**

- Must demonstrate a high level of HR knowledge (e.g. employment law, internal policies, etc.).
- Excellent knowledge of payroll and payroll tax laws.

- Must be adept at handling multiple tasks and responsibilities, have the ability to effectively change priorities quickly; work cooperatively and proactively with department members to accomplish goals.
- Excellent problem solving and analytical, interpersonal, and communication skills.
- Ability to effectively communicate, both verbally and in writing, with internal and external customers in a professional manner.
- Ability to analyze and perform mathematical calculations.
- Ability to maintain strict confidentiality standards.
- Ability to perform all responsibilities of the position with minimal need for supervision or training.
- Openness to continuing learning, training, and upgrading of skills.

### **Company-Wide Job Requirements**

- Be responsible towards providers and customers, both internal and external. Be courteous and respectful, and responsive to requests.
- Participate in maintaining a supportive work environment. Treat employees with respect and fairness, and make open communication a priority.
- Display initiative to resolve problems and capitalize on opportunities.
- Use organizational resources effectively.

*The statements contained here reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility but should not be considered an all-inclusive listing of work requirements.*

KPS Health Plans encourages its employees to use transportation modes other than the single-occupant vehicle in order to reduce air pollution and traffic congestion.