

## **Payroll & Benefits Coordinator**

### **ROLE/ JOB SUMMARY:**

Responsible for the general program management of payroll, employee retirement, health and welfare programs. Responsibilities include but are not limited to compliance, administration and general oversight of payroll, retirement, medical, dental, flexible spending, health savings, disability, life and employee assistance programs

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Administration of employee benefits programs, including self funded benefits, fully insured products and retirement plans (401K Savings Plan and frozen Pension Plan)
- Process benefit plan remittances, reports and other communications to outside providers; coordinate timely and accurate payment for all benefits programs to the benefit provider/carriers
- Work with all plan vendors to resolve administration and employee issues
- Assist in the evaluation and analysis of existing benefits, provide recurring and ad-hoc reports that accurately reflect the performance of benefit plans and vendors, propose enhancements or modifications to existing programs in order to recommend action to management.
- Manage internal and external benefits administration systems, including, but not limited to systems setups, user security, new system due diligence and implementation
- Manage and coordinate any benefits related court orders such as medical support orders and domestic relations orders
- Prepare & file annual 5500's for employee retirement and health and welfare plans
- Provide assistance to human resource staff, management and the general employee population regarding benefits policies and procedures in these programs
- Implement compensation programs, including, but not limited to annual bonus calculations and salary increases
- Oversee and provide support in external and internal audits for payroll and benefits
- Maintain accurate and complete files on benefit providers/carriers regarding plan descriptions, contracts, amendments and other benefit related documents
- Conduct regular audits between payroll, HRIS (ADP & SAP) and benefits plans
- Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practices operations
- Analyze departmental processes and procedures to make recommendations for system enhancements and process improvements to drive improved accuracy and efficiency
- Evaluate and recommend updates to Plan Documents and Summary Plan Descriptions, benefits summaries, new hire orientation and open enrollment materials, and ongoing marketing/education materials
- Serve as Payroll back up for processing of bi-weekly payroll
- Apply functional knowledge of current ERISA, IRS, DOL, COBRA and HIPAA regulations to ensure compliance of retirement, health and welfare plans
- Stay current with industry trends and other pertinent information on each benefit program

### **REQUIRED QUALIFICATIONS AND SKILLS:**

- Requires a minimum of a Bachelor's Degree in accounting, business management, human resources or other related fields and five (5) to ten (10) years experience in a similar or progressively responsible relevant roles or equivalent combination of education and experience

- CPS or CEBS certification preferred
- Experience in multi-state payroll beneficial and managing and administering comprehensive benefits programs, including employee welfare and retirement plans
- Expert computer knowledge, including Microsoft - strong Excel skills; and HRIS (ADP/SAP highly beneficial)
- Knowledge of federal and state payroll and benefits regulations, including ERISA
- Ability to communicate effectively with a broad employee base, adjusting to the circumstances and audience
- Strong conceptual and problem solving skills to evaluate problems; to apply knowledge to identify appropriate solutions; and to resolve issues effectively and efficiently
- Ability to analyze information and make recommendations to support the goals of the organization
- Strong problem solving experience and ability to OWN benefits processes
- Strong analytical and mathematical skills; attention to detail
- Willingness to communicate openly

**OTHER REQUIREMENTS:**

While performing the duties of this job, the employee is frequently required to sit, use hands to handle or feel; and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision. The noise level in the work environment is usually moderate.

**WE OFFER:**

- Health, Vision, Dental Insurance
- Group Life Insurance
- Long-Term Disability
- Flexible Spending Plan
- Enhanced 401K Plan
- Education Assistance Plan
- Bonus Plan

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. REC Silicon is an equal opportunity employer.