
JOB DESCRIPTION

TITLE: Human Resources, Payroll & Benefits Manager

FLSA STATUS: Exempt

REPORTS TO: CEO

SUMMARY:

The Human Resources, Payroll & Benefits Manager is responsible for payroll and benefits administration; and employee recognition programs. Responsible for having overall knowledge of all human resource functions. Conducts employee benefit meetings. Promotes and maintains the cooperative's mission, values, and culture. Provides exceptional communication and service to employees. Sets the example of an engaged employee and supports employee engagement throughout the cooperative. Manages the timesheet process, expense report process, and credit card reconciliation. Member of the Leadership Team.

EDUCATION/EXPERIENCE/QUALIFICATIONS:

Preferred: Bachelor's degree in Human Resources or a related discipline with 4+ years of related experience. Equivalent: Associate's degree with 6+ years of relevant experience, or 8+ years of relevant experience.

REQUIRED KNOWLEDGE: Knowledge of human resource laws and regulations. Knowledge of payroll administration. Knowledge of benefits programs including health insurance, long-term disability programs, workers' compensation insurance, unemployment regulations, life insurance, 401k & Defined Benefit plans, COBRA, etc. Understanding of human resource policies and programs. Thorough knowledge of state and federal regulations related to benefits administration. Knowledge of Cooperative policies and procedures

PREFERRED QUALIFICATIONS:

- Professionally certified in Human Resource Management (PHR, SHRM- CP, etc).
- Ability to observe strict confidentiality in all aspects of services provided.
- Ability to effectively exercise discretion and judgment in handling confidential/proprietary information
- Ability to thrive in a fast-paced environment and operate with a high sense of urgency.
- Ability to work well under pressure while maintaining a professional demeanor.
- Ability to show and demonstrate on a consistent basis initiative, professionalism, poise and flexibility and work within an environment of frequent interruptions, conflicting priorities, and varying workloads.
- Strong interpersonal skills with the ability to interface effectively with a wide variety of internal and external stakeholders.
- Highly developed written communication skills, including report writing, presentations, email correspondence and verbal communication skills, particularly in dealing with people of diverse backgrounds.
- Advanced experience in in Microsoft Windows operating systems and Microsoft Office applications including Microsoft Word, PowerPoint, Excel, and Outlook.
- Excellent calendar management skills and demonstrated history of complex scheduling with consistent follow through.
- Proven ability to work independently.

- Strong organization and prioritization skills; demonstrated history of successfully managing multiple concurrent initiatives and maintaining one's own workflow.
- Demonstrated ability to meet project deadlines.
- Ability to anticipate needs, resourcefulness and responsiveness are essential.
- Ability to consistently strive for excellence and exercise good judgment.
- Understanding of HIPAA and importance of privacy of employee data

WORKING CONDITIONS:

The majority of the work schedule will be performed at the Delhi, NY headquarters. Occasional travel for meetings, seminars and conferences may be required, as well as occasionally working beyond normal work hours during times of peak workload or as needed.

DUTIES & RESPONSIBILITIES:

1) Payroll Administration

- a. Is the payroll expert. Makes recommendations for payroll related policies. Provides training as needed (i.e. Managers, staff) to ensure compliance and full utilization of tools.
- b. Responsible for timely, accurately and compliantly processing the Cooperative's weekly payroll. Audit and process payroll documents. Process employee data for new hires, changes, additional earnings, etc.
- c. Processes employee Time & Attendance data to payroll and reconcile variances. Approve and release time in the time system.
- d. Prepares and maintain employee files, assuring accuracy, compliance and confidentiality.
- e. Maintains vacation and sick time records.
- f. Develops in depth understanding of payroll software and iVue. Create reports on demand.
- g. Responsible for quarterly and monthly duties including month-end closing, review of HR related documents, required filings, report submissions, and general ledger reconciliation.
- h. Maintains vendor contact for payroll and recruiting and other HR related activities.

2) Benefits Administration

- a. As the Employee Benefits expert, administers all employee & volunteer benefit programs such as medical, dental, vision, disability, retirement programs (Defined Contribution 401(k) & Defined Benefit Plans), etc. Responsible for:
 - i. Employee On-boarding: Provide in-depth benefit presentation for all new hires during the onboarding process. Distributes enrollment materials and determines eligibility. Process all forms, enrollments and administer sign-ups required.
 - ii. Employee Service: Assists employees regarding benefits claim issues and plan changes. Responds to benefits inquiries on plan provisions, benefits enrollments and status changes. Enrolls employees with carriers and process life status changes.
 - iii. Vendor Management: Works with HR benefit and payroll partners for escalated support needs, including but not limited to: plan design, claims administration and appeals, COBRA, retirement administration, and iVue data integrity.
 - iv. Employee Education: Prepare and setup meetings designed to help employees obtain information and understand company benefits. Coordinate Employee Education Sessions

- with appropriate partners. Ensures that employee forms and resources are properly updated on the Intranet.
- v. Wellness: Responsible for development and execution of Employee Wellness Program. Organizes wellness events and provides resources for employees.
- vi. Plan Design: Works with brokers/partners to conduct annual benefits review. Conducts research, analyzes plan options, conducts cost analysis and makes recommendations to CEO and CFO. Develops census data and solicits insurance co. quotes. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.
- vii. Data Integrity: Ensures the accuracy of all benefit enrollments and provide vendors with accurate eligibility information. Updates iVue and other databases with new and changing information; ensures accuracy and integrity of information. Responsible for employee benefit file maintenance and storage retention requirements.
- viii. Employee Leaves: Effectively interprets PFL and ADA implications as they relate to leaves of absences/disabilities. Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and PFL. Makes recommendations to employee leave policies.
- ix. Employee Termination: In coordination with partners/vendors, properly record, track and administer the steps needed to comply with COBRA law and appropriately deliver continuation of employee benefits.
- b. Completes annual reporting for employee benefits: ACA, W-2, 401K, Pension, Workers Comp, Unemployment, etc. as appropriate.
- c. Develop in-depth understanding of iVue and all appropriate systems and websites. Create reports on request.
- 3) Backup Accounts Payable or other financial functions, including but not limited to:
 - a. Credit Card reconciliation
 - b. Assist in the administration of director compensation and other internal reimbursement programs.
- 4) Employee Recognition
 - a. Assists Cooperative Relations Manager in planning and hosting employee celebration events. Coordinates recognition gifts for employee life events.
- 5) General HR duties
 - a. Responsible for the new employee onboarding experience.
 - b. Responsible for supporting the CEO in maintaining and updating employee handbook.
 - c. Respond to employment verifications and surveys as needed.
 - d. Ensure all required reporting, forms, and posters are up to date and maintained accurately.
 - e. Participates in developing Human Resources goals, objectives, and systems.
 - f. Point of contact for workplace injury reports and workers' compensation information.
 - g. Assist in the review, creation, and administration of company policies and procedures.
- 6) Other Duties as Assigned

CERTIFICATIONS/LICENSES:

Must maintain a valid driver's license with an acceptable driving record.

LANGUAGE SKILLS:

Ability to read and interpret necessary documents such as policies, handbooks, summary plan descriptions, compliance requirement documents, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of members or employees of organization.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms, talk and hear. The employee is regularly required to stand, walk or sit. The employee will routinely lift and/or move a minimum of 50 pounds.

SALARY: Commensurate with experience and qualifications

BENEFITS: Consistent with other salaried management employees

THIS POSITION IS NON-UNION, FSLA EXEMPT