

SCVCS JOB DESCRIPTION

TITLE: Payroll and Benefits Coordinator

LENGTH OF AGREEMENT: 245 days per year

QUALIFICATIONS:

- Independent payroll processing experience, prefer minimum of three years
- Human Resource experience preferred
- Excellent written and verbal skills, MUST be able to communicate in a professional manner
- Proficient in Microsoft programs including Excel, Knowledge of Microsoft Access a plus
- Must be able to work independently and take initiative
- Must be well organized, able to multi-task and be detail oriented
- Knowledge and experience with PEBA retirement and benefits preferred
- College degree preferred but substitute of training and specialized experience will be considered

DEPARTMENT: Business Office

SALARY: Commensurate with experience

JOB SUMMARY: Responsible for semi-monthly payroll and related functions

RESPONSIBILITIES:

Payroll and Benefits Coordinator will be responsible for semi-monthly payroll processing and account reconciliations as assigned. Make payroll related imports and exports as required. . Maintain both electronic and paper employee files, onboarding, and off boarding of employees, create and maintain payroll processing procedures, process Verification of Employment requests. Generate required reporting as needed.

Monitor leave requests and reports. Serve as point of contact for Family Medical Leave.

Coordinates enrollment or transfer of benefits for new or terminated employees, disseminates open enrollment information to employees and submits benefit changes as needed. Maintains deductions in payroll system.

Develops efficiencies and forms as needed as well as innovation with regard to human resource functions. Timely communication with employees as it relates to payroll and benefits. Cross trains with other areas as needed within the Business Office.

BENEFITS: Eligible for PEBA state benefits and retirement.

Send resume, cover letter and three references to resume@scvcs.org .