



Job Title:	Payroll, Benefits and HRIS Administrator	Department:	Human Resources
EEO Category:	Professional	FLSA Class:	Exempt
Manager:	Chief Human Resources Officer		
Date Revised:	August 22, 2022		

POSITION SUMMARY

The Payroll, Benefits and HRIS Administrator is primarily responsible for payroll and benefits in a multi-state, publicly traded and highly regulated bank environment. The position serves as the primary expert on payroll, benefits, leave of absence, FLSA, 5500, tax, audit, system administration and required reporting. The role acts as liaison between HR team, accounting, compliance and has high visibility and relationships with entire workforce.

ESSENTIAL RESPONSIBILITIES

- Manages the entire semi-monthly payroll and benefit functions (transactionally and strategically) for a multi-state company including processing payroll (exempt, salaried non-exempt and commissioned workforce) managing benefit open enrollment, and training all associates on related payroll, benefits, and system topics at point of hire and throughout associate life cycle.
- Administers and processes all benefits and retirement programs, including medical, dental, vision, life insurance, short- and long-term disability, 401(k) plan, FMLA, PTO, FSA, HSA, worker's compensation, and COBRA.
- Serves as primary contact between accounting, compliance, and HR.
- Oversees the benefits enrollment process from end to end, including enrolling new employees, open enrollment, requested changes, COBRA enrollment, reporting and audits, month reconciliations, and benefit terminations.
- Conducts new hire benefits orientation and is the primary point of contact for benefit related questions.
- Administers and tracks leave-of-absence requests and disability paperwork ensuring timely communication and responses following FMLA laws.
- Organizes the annual process of reviewing and/or updating our benefit packages, vendors, and offerings. Works with brokers, vendors, and internal stakeholders, making recommendations for the best-in-class benefits for the company and its associates.
- Reconciles and remits invoices and related reporting for benefit vendors.
- Assists heavily in required bank audit preparation and required benefit and tax reporting. These audits and requirements are frequent and a significant aspect of the role.
- Serves as the primary HR systems owner: UKG and others.
- Works closely with all levels of the organization to build culture and model core values.
- Collaborates with colleagues in the human resources department to develop policies, programs, and solutions to enhance retention, engagement, and growth.
- Manages general maintenance within the HRIS system and participates actively in new system conversions.
- Manages sensitive and highly confidential information and assists in special projects.
- Cross trains on other HR responsibilities as time permits to serve as backup when needed.
- Other duties as assigned.

