Payroll & Benefit Specialist

Job Title: Payroll & Benefit Specialist  
Division/Department: Business Office  
Reports to: Asst. Director for Administrative Services

Salary Schedule: Supervisory Technical  
FTE: 1.0  
Status: Non-exempt  
Date: 2016

**Position Summary:** Responsible for support of the Finance Services department through administration of payroll, investment and cash transfer and benefit support. Ensures compliance with established policy and procedures.

**Duties and Responsibilities**

1. Coordinates and performs all payroll, benefit and accrual processes; supports staff inquiries and reporting needs; provides oversight for all payroll and benefit disbursements; ensures accuracy of salary and benefit information.
2. Verifies accuracy of payroll data using established methods and best practices.
3. Acts as liaison with payroll and attendance vendor for system update and error resolution.
4. Oversees preparation of electronic time card system for accuracy and adherence to established policy.
5. Supports benefit and accrual coverage and changes for employees, maintaining cost and coverage information with both vendors and library system records, supports information needs of management as required.
6. Authorizes and verifies all monthly payments to benefit providers for the purpose of ensuring ongoing insurance and retirement coverage for employees.
7. Identifies opportunities to support information collection for HR and payroll activities within established systems, coordinating activities and supporting administration as needed.
8. Supplies salary and fringe benefit projections for budget preparation.
9. Supports and verifies all information in payroll and benefit systems supporting W2 and 1095C as well as other state and federal reporting requirements Submits payroll reports to federal, state, and governmental agencies.
10. Initiates cash transfers to support cash flow requirements and acts as liaison with bank and investment representatives to support investment of library cash reserves per instructions from Assistant director.
11. Participates in departmental meetings, library-wide committees, and training opportunities.
12. Performs special projects and other duties as assigned.

**Professional Competencies**

**Job Specific Knowledge and Skill:** Demonstrates broad, in-depth, and up-to-date knowledge of pertinent fields and awareness of current trends in area of specialty. Acts as a resource to others; freely and willingly shares new trends and technology with others.

- Demonstrates knowledge of accepted best payroll and benefit policies, practices and procedures.
- Maintains up-to-date knowledge of state and federal wage and labor laws and employment regulations; seeks new information for legal requirements pertaining to employee benefit administration.
- Demonstrates detailed functional knowledge of electronic time and payroll systems (ADP knowledge preferred)
- Demonstrates the ability to balance multiple schedule and reporting requirements
- Demonstrates knowledge of Public Act 20 and library investment policies and procedures.

**Organizational Support/Ethics:** Contributes to the improvement and success of the library system by aligning work priorities with library vision, goals and strategic plan.

- Maintains a high degree of ethical behavior, integrity and respect for privacy and confidentiality of information.
- Inspires support for KPL policies and procedures.
- Supports library events.

**Customer Service:** Demonstrates strong public service orientation. Represents the library positively and professionally when dealing with staff, managers, vendors, colleagues and members of the public.

- Anticipates and meets the needs of both internal and external customers.
- Proactively responds to questions, concerns, and requests for information and resolves routine questions and information requests.

**Creativity/Innovation:** Looks for opportunities to apply new and evolving ideas, methods, design and technologies.

- Takes initiative to accomplish something, such as identifying and solving problems, overcoming obstacles, achieving goals, pursuing opportunities, and doing things better.

**Quality:** Provides high quality services, processes, and programs while consistently seeking ways to improve outcomes and enhance services.

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Communication skills: Conveys ideas and facts using language appropriate to the audience and situation.
- Listens and interacts actively when speaking individually with patrons or staff, genuinely pays attention to what is being communicated and confirms understanding.

Accountability: Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.

Flexibility/Adaptability: Performs a wide range of tasks, responds to change in directions and priorities and accepts new challenges, responsibilities and assignments.

Analytical Thinking: The ability to break down problems into their component parts and consider or organize parts in a systematic way; the process of looking for underlying causes or thinking through the consequence of different courses of action.
- Uses a step-by-step approach to break down financial problems or processes into their constituent parts.
- Identifies cause and effect by identifying trends in incorrect transactions, why error messages are occurring, and what transaction to perform based on previous results.
- Analyzes issues/concerns to arrive at an appropriate solution by looking at all available financial information and considers all possible solutions.

Technology skills: Demonstrates up-to-date computer and technology skills necessary for effective communications, completion of job responsibilities and provision of quality customer service.
- Demonstrates proficiency in Microsoft Word and Excel programs.
- Maintains knowledge of latest technological innovations and integrates use of latest technology and tools into every day practice where applicable.
- Demonstrates ability to learn new business systems using remote learning, including concepts related to using utility programs to import and export data.

Professional development: Pursues professional development and continuing education opportunities throughout career.
- Stays informed of current trends and emerging technologies, issues and legislation related to payroll and benefit practices.

Safety: Adheres to all workplace and trade safety laws, regulations, standards and practices.
- Performs work in a safe manner at all times.
- Checks for and reports potential hazards or breaches of security while in the workplace.
- Encourages and supports others to be safe while at work.

Project Management: Structures and directs others’ work on projects or programs. Demonstrates proficiency in project management in order to initiate, facilitate, conclude and evaluate projects with efficiency and effectiveness.
- Makes reasonable estimates of resource needs to achieve goals or complete projects.
- Uses sound methods to plan and track work, appointments, and commitments. Evaluates progress on tasks and adjusts work style as needed.
- Demonstrates ability to organize and coordinate multiple data sources, schedules, and reporting needs; must be able to bring closure to projects on multiple schedules depending upon need.

Budgeting: Responsibly allocates and accounts for the use of fiscal resources, weighing alternatives and their benefits. Monitors budget usage and ensures critical costs are covered. Seeks ways to reduce costs.
- Ability to construct budgets based upon established methods, creating revisions based upon varying scenarios.

Leadership: Promotes organizational mission, strategic plan and goals, and works toward achieving them. Sets and models high performance standards characterized by integrity; earns trust and respect of others by coaching, inspiring and empowering teams of people to achieve strategic objectives.
- Facilitates optimal department performance that is aligned with library vision and strategies.
- Inspires and persuades others to follow direction, pursue and achieve goals, and adopt new positions or opinions.
- Addresses issues in an open, constructive, professional manner, and persuades others to approach issues in the same manner.
- Leads by example and sets standards for professional behavior.
- Demonstrates ability to take leadership role when dealing with emergency employee or patron situations.

Attendance/Punctuality: Demonstrates reliability by consistently arriving to work, meetings and appointments on time. Adjusts schedule and remains flexible to meet changing work needs and demands.
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Minimum Qualifications

- Associates degree or equivalent coursework.
- Three years of experience in payroll, bookkeeping or benefit administration or related.
- Demonstrated ability to learn and become expert in integrated business systems to include troubleshooting and error resolution.
- Demonstrated proficiency in business or data information systems; must understand basic data import and export techniques including simple electronic file management.

Desirable

- Demonstrated experience with ADP Payroll Systems.

Physical demands and work environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands**: While performing the duties of this job, the employee is required to travel independently within the office and patron areas of the library and in the communities served. In the work environments described below, the position requires verbal and written conversation with others, sitting, standing, walking, reaching, lifting/moving objects up to 25 pounds, and use of hands to finger, handle, or feel objects, tools or controls. The position occasionally requires standing, walking, sitting and speaking for extended periods of time. Vision abilities required by the job include close vision.
- **Work environment**: 90% - 100% of work is performed within an office environment.

Schedule  40 hours weekly; Monday – Friday

Salary  35,910-$53,910 annually

A completed application, cover letter and resume are required for consideration. You may submit your application on the ADP Career Center.