NATIONAL AMERICAN UNIVERSITY

To apply, submit an employment application (click here for application), resume, and letter of interest to : HR Generalist
5301 S Highway 16
Rapid City, SD 57701

HR PAYROLL & BENEFITS SPECIALIST
Position Description

Summary

The HR Payroll & Benefits Specialist performs human resources related duties at the professional level to implement daily activities and provide excellent customer service to internal and external customers in assigned areas including but not limited to: recruitment/selection, compensation, HRIS, and implementation of policies and procedures in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications

The HR Employment Specialist must satisfy the following minimum qualifications:

1. Bachelor's degree in human resources, business, accounting, administration or related field; and
2. Two years of work experience relevant to the assignment of work.

Skills and Attributes

The HR Payroll and Benefits Specialist must possess the following skills and attributes: strong interpersonal skills with ability to work with people at all levels of an organization; effective oral and written communication skills; knowledge of office administration procedures with an ability to be detail-oriented and highly organized; high level of skill in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality; good time management skills; strong customer service focus and great team player; working knowledge and experience with HRIS, internet sourcing, and Microsoft Office, including intermediate skills with Excel.

Essential Functions

The HR Employment Specialist performs the following essential functions:

1. Assists HR Administrator to ensure timeliness and thoroughness of payroll processing in coordination with the business office.
2. Adjusts timecard entries as necessary.
3. Calculates retro pay when applicable.
4. Data entry in regard to changes to direct deposit and W4's.
5. Deactivates employees in eTime timekeeping system after benefits deactivation.
6. Learns all aspects of basic payroll and benefits backup.
7. Maintains payroll and benefits email boxes.
8. Responds to employee inquiries in timely manner regarding payroll and benefits information and trouble-shoots in an attempt to resolve employee payroll and benefits concerns.
9. Manages manual entries with benefits website for all vendors in the group plan.
10. Processes enrollment emails and tracks enrollments of new hires and rehires.
11. Processes quarterly 401k enrollments for those newly eligible for the benefit.

12. Assures compliance with COBRA guidelines by monitoring appropriate mailboxes and processing benefits separations in a timely manner so notification can be made to ADP for COBRA processing.
13. Reviews benefit enrollment forms for accuracy and coordinates enrollment and other processing requirements with third party administrators in a timely and efficient manner.
14. Administers various employee benefit programs, such as group insurance, life, medical and dental; 401(K) and flexible spending accounts.
15. Verifies the calculation of the monthly premiums statements for all group insurance policies and maintains statistical data relative to premiums, claims, and costs. Resolves administrative problems with the carrier representatives.
16. Performs other duties as assigned.

Required Work Hours

Forty hours per week during daytime, evening, and weekend hours. Scheduled work hours may change. Overtime may be required, or permitted with prior approval.

Reporting and Supervisory Responsibilities

1. The HR Employment Specialist reports to the System Director of HR.
2. This position has no supervisory responsibilities.

Physical Requirements

The HR Employment Specialist must be able to speak, hear, see, read, write, type, dial, reach, and bend.

Travel

Periodic travel, including airline travel and overnight stays, may be required.

Classification

1. FLSA: Nonexempt
2. IPEDS: Business and Financial Operations

Note: This position description does not list every activity, duty, and responsibility of the position and may be altered by the university at any time.

I have read and understand the foregoing position description, and I acknowledge and accept the responsibilities of the HR Employment Specialist.

_____ _____

Signature Date

_____

Print Name