



# HUMAN RESOURCES & PAYROLL MANAGER

## Job Description

<b>Location:</b>	Bohemia, NY
<b>Department:</b>	Human Resources & Payroll
<b>Reports to:</b>	Executive Vice-President

<b>Level/Grade</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt	<b>Type of position:</b> <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	<b>Hours: +40 /week</b> <b>Days: 5 days /week</b> <input checked="" type="checkbox"/> 1 <sup>st</sup> Shift <input type="checkbox"/> 2sd Shift <input type="checkbox"/> 3rd Shift
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### GENERAL DESCRIPTION

Responsible for Maintaining and enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Manages payroll process and performs accounting-related tasks.

### TASKS & RESPONSIBILITIES

#### *1. Job responsibilities:*

- Maintain the work structure by updating job requirements and job descriptions for all positions.
- Maintain organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepare employees for assignments by establishing and conducting orientation and training programs.
- Ensure planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- Maintain employee benefits programs and inform employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensure legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintain management guidelines by preparing, updating, and recommending human resource policies and procedures.



- Maintain historical human resource records by designing a filing and retrieval system; keeping past and current records.
- Administer the performance review program to ensure effectiveness, compliance, and equity within the organization.
- Complete human resource operational requirements by scheduling and assigning employees; following up on work results.
- Maintain human resource staff by recruiting, selecting, orienting, and training employees.
- Maintain human resource staff job results by counseling and disciplining employees; planning, monitoring, and appraising job results.
- Maintain a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- Manage and guarantee weekly disbursement of multi-state payroll, including garnishments, benefits and taxes consistent with federal and state wage and hour laws
- Ensure the processing of new hires, temporary workers, transfers, promotions and terminations is accurate and timely.
- Supervise payroll staff, including payroll supervisor and payroll specialists
- Critically review and analyze current payroll, benefits and tax procedures in order to recommend and implement changes leading to best-practice operations
- Audit W-4s, payroll balance sheets, YTD earnings, etc.
- Communicate actively with Operations, HR and Billing to review cross-departmental impacts and reconcile data sharing.
- Ensure systems are set-up and updated to reflect our current employee base, including wages, benefits, sick and vacation time in line with current policies.
- Manage regular preparation of relevant management reports, including weekly, monthly, quarterly and year-end reports (gross payroll, hours worked, vacation accrual, tax deductions, benefit deductions, etc.)
- Create and Manage the HR/Payroll & Safety budget.
- Contributes to team effort by accomplishing related results as needed.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Travel between both plants from time to time.

## ***2. Food Safety Responsibilities:***

- Participate in food safety and quality by maintaining an up to date new employee onboarding process including QA/Food defense procedures and a comprehensive training procedure.
- Maintain the training matrix up to date.
- Maintain organized training records and advise which employees are up for annual training.
- Maintain accurate job description, jobs training matrix and materials.

## ***3. Safety Responsibilities:***

- Participate to the “Safe place” culture through training and safety initiatives.
- Maintain plants compliant with OSHA regulation through up to date policies and on going training of the workforce.
- Organize monthly safety meetings and follow-ups on the CAs resulting from the meetings.
- Ensure reporting of accidents/incidents and their investigation through training and follow-ups.



- Manage the Workmen Comp insurance policy, cases and maintain records of plants accidents.

### SKILLS REQUIREMENTS

- Positive and Engaging
- Bi-lingual Spanish preferred.
- Strong customer service and communication skills
- Extremely organized and detailed oriented.
- Ability to manage and lead staff to excellent performance
- Lawful Hiring & termination
- Workmen's comp insurance administration.
- Human Resources Management
- Payroll and Benefits Administration.
- Performance Management.
- Compensation and Wage Structure, employee classification.
- Proficient with MS Office.

### EDUCATION & EXPERIENCE REQUIREMENTS

- BA in HR
- 5 years experience managing a multi-state HR/payroll department, including staff.
- PHR Certification a plus.
- Proficient at MS Office (especially Excel)
- Working experience of payroll tax at the federal, state and local level.

REVIEWED BY GWENAEL SPILMONT

*Title* Vice President of Operations

APPROVED BY

*Title*

DATE POSTED

DATE HIRED

For more information please email Gwenael Spilmont via email:  
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