
JOB TITLE:	Senior Payroll & HR Administrator	JOB CODE:	HRPRC
New or Revised:	New	Directly Supervises:	NO
Date Last Revised:	11.2008	Exempt:	TBD
Division/Dept. Name:	Operations	Salary Grade:	TBD
		Supervisor's Title:	PR & HR Client Services Mgr

I. **SUMMARY:** Responsible for Payroll and Human Resource administration including overseeing and processing client solution services and completing all aspects of payroll and HR administration including gross to net payroll, hiring/personal data changes/job actions (promotions and demotions/counseling and termination) and post termination employee administration. Manages benefits administration and interfaces with employees, management, and vendors for basic roster movement (adds/changes/deletes) and periodic benefits rosters, billing audits, policy files and claims activity files. Responsible for updating and reporting of the HRMS/HRIS system and hard copy employee files. Works under tight deadlines and heavy volume of work, within a fast paced quality focused environment. Focused on attention to detail and client business rules, providing outstanding service and consistently exceeds expectations. Team environment with high dedication to organization and clients.

II. **ESSENTIAL FUNCTIONS:** Includes the following for one or more client companies, other related functions may be assigned.

1. Responsible for completing the following Human Resource and Payroll Administration Functions for assigned client companies:
 - Administration of employee benefits invoices (including audit and A/P payment processing)
 - Process and administer employee benefits deductions (including 401(k) and group insurances)
 - Research and respond to unemployment claims notification
 - Notification of clients designates for unemployment hearings
 - New hire packet audits for HR compliance
 - Gross to Net payroll processing and tax filing
 - Banking functions to including POS file creation, verification of issued checks and NACHA file transmission
 - Garnishment administration, related requirements notifications and processing
 - COBRA administration and notifications
 - Audit and administer terminated employee files
 - Employment verification for terminated employees
 - Human resource report creation and generation
 - HRIS system administration
 - Client employee customer service
 - New client or new solution service implementation
 - Customer service and troubleshooting
2. Maintains iProcess's established Accounting, HR and Payroll principles, practices, and procedures.
3. Follows client business rules, instructions, deadlines and task lists.
4. Special projects

Supervisory Responsibilities: None.

Key Working Relationships: Reports to the Payroll and Human Resources Client Services Manager. Works within processing team and provides support to others within team, while assuring all assigned clients work is complete and accurate. Heavy client interaction, including executives, managers and employees.

III. **EDUCATION / EXPERIENCE & OTHER MINIMUM QUALIFICATIONS REQUIRED:**

The minimum qualifications listed below are representative of the knowledge, skill, and ability necessary for an individual to perform each essential duty satisfactorily. Reasonable amounts of training are provided.

1. Bachelors degree in human resources, business administration or other applicable program; CPP or PHR certification preferred.
2. Minimum 1 to 3 years of experience in payroll and or human resources in small to midsize company.
3. Experience in a growing and multiple product line company preferred.
4. Prior experience in maintaining company payroll, HR and accounting practices and procedures.
5. Self-starter, able to work with specific instructions and task lists, ensuring all duties are done in accordance with business rules and deadlines. Able to apply learning to tasks and
6. Quality focused, strives for top notch work product.
7. Has an affinity for numbers and details, strong computer skills and task oriented.
8. Able to work quickly and accurately, prioritizes work and manages heavy volume to assure all tasks are done as assigned.
9. Team and client focused, assures that all tasks within department are completed and takes initiative to assure the entire team is successful.
10. Highly professional in all communications with clients, co-workers, and prospective clients; outstanding written and verbal communication.

IV. PHYSICAL DEMANDS OF THE WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly works 40 to 50 hours each week. Additional hours required during month, quarter, and year-end business situations, in addition to new client implementations or other business needs.