CARAVEL
AUTISM HEALTH

JOB DESCRIPTION

PAYROLL & BENEFITS COORDINATOR

Department: Accounting
Job Grade:
EEO Job Category: Administrative Support Workers

Reports To: Clinic Manager/CFO
FLSA Status: Non-Exempt
Last Revised: May 10, 2016

Job Summary:

This position ensures the timely, accurate, and thorough processing of payroll for all employees, which impacts the timely and accurate billing processes. The Payroll & Benefits Coordinator is responsible for reconciling the online recording of hours performed by clinical staff. This individual assists with bookkeeping and accounting functions to ensure the accurate recording of financial data. This position also administers the medical, HRA, dental, short-term disability, Life & AD&D, Cobra, and 401K plan.

Clinical Hours Reconciliation:

1. Provides customer service to all staff regarding time entry.
2. Makes changes as needed to time entry data reported by clinical staff.
3. Analyzes time entry date for accuracy.
4. Unlocking of cases for time entry and relocking
5. Prints Family Summary reports and distributes on a monthly basis.
6. Process billing corrections
7. Tracks discrepancies

Administrative:

1. Completes wage verifications as requested by governmental agencies and other parties.
2. Ensures the correct calculation and remittance of court ordered garnishments and support payments.
3. Processes third party sick pay (STD) payment in account software.
4. Provides reports as required.

Human Resources:

1. Works closely with Human Resources in regards to compensation and employment changes.
2. In conjunction with Human Resources, administers the Health, HRA, Dental, Life & AD&D, Short-term Disability, Cobra and 401(k) programs

a. Determines eligibility – notified HR for distribution of benefit materials and required notices.
b. May answer employee inquiries regarding benefit related questions and follows-up as appropriate.
c. Obtains waivers for new hires who do not elect to enroll in one or more benefits.
d. Distributes required 401k notices.
e. Transmits enrollment forms and verifies enrollment.
f. Sets up payroll deductions.
g. Audits bills and works with broker to resolve disputed charges.
h. Prepares for and participates in annual 401(k) audits, ensuring proper benefit administration in accordance with ERISA.
i. Prepares 401k data for Form 5500 annually in a timely and accurate manner.

3. Monthly review of insurance for "new" employee yearly look back
4. Termination of Life & AD&D and Short-term Disability
    a. Determines ineligibility on a monthly basis.
    b. Distributes list to Clinic Manager of notices of termination.
    c. Completes and/or transmits termination of enrollment forms.
    d. Removes payroll deductions.
    e. Enters information for Cobra eligible individuals into Vendor software.
    f. Health care reform reporting requirement implementation.

Payroll:

1. Maintenance of all employee records in payroll and direct deposit systems (includes: new hires, separations, wage rates changes, premium deductions, 401k changes etc.).
2. Backup for inputting data from timekeeping records to an Excel spreadsheet and computerized payroll system.
3. Processes payroll in accounting software and enters all checks into direct deposit software in a timely, accurate, and thorough manner.
4. Follows up with employees regarding payroll issues and or questions. Serves as employee contact and resource regarding timekeeping records, paychecks, and benefit eligibility related questions.
5. Assist with or serves as back-up to Accountant in filing of appropriate quarterly payroll taxes and assists with preparation of annual W2s.
6. Reports hours of salaried staff below benchmark.
7. Maintains appropriate payroll and tax records as required by law.
8. Handles basic administrative payroll duties including data entry, filing and faxing.
9. Ensures payroll is run in accordance with all processes and procedures, in accordance with defined criteria.
10. IRS form 1095C
11. Ensures PTO for all employees is calculated correctly.

12. Consistent and regular attendance is a requirement of the position.

Non-Essential Functions/Other Duties:

1. Performs other tasks and projects as assigned

Supervisory Responsibility: Not applicable.

Travel Required: Not generally required.

Physical Demands:

This is largely a sedentary role, with frequent sitting and computer keyboarding required. Some lifting (up to 35 pounds), stooping and bending are required.

Qualifications:

Education:

- High school diploma or equivalent, with some college coursework in accounting or bookkeeping preferred.

Experience:

- At least five years of previous payroll, bookkeeping, or accounting related experience.

Skills and Competencies:

- Strong data entry skills (10-key). Keyboarding and computer skills to include MS Office (Word and Excel) and QuickBooks experience at an intermediate level.
- Knowledge of payroll and benefit processes and regulations, including FLSA, ERISA, and payroll tax requirements.
- Ability to work with confidential information, using discretion and maintaining confidentiality.
- Strong mathematical abilities, with excellent attention to detail.
- Strong analytical and problem solving abilities.
- Knowledge of financial accounting concepts and programs.
- Knowledge of HIPAA privacy and security rules and regulations.
- Excellent interpersonal skills, with the ability to communicate effectively with others.
- Strong organizational skills, with the ability to multi-task and meet deadlines.
- Demonstrates initiative, with the ability to manage self and workload.
- Exemplary customer service focus, for both internal and external clients.
- Effective team player.
- Displays professionalism and represents organization in a professional manner.
- Ability to abide by ethical guidelines and policies, including strict adherence to confidentiality and HIPAA guidelines.

Other:

- Must be 18 years old or older.
- Must be able to pass a Wisconsin Caregiver's Background Check.