



PAYROLL AND BENEFITS ADMINISTRATOR

Department: Rush Development Company
Reports To: VP of Operations & Organizational Development
FLSA Classification: Non-exempt

Job Summary

The Payroll and Benefits Administrator is responsible for the timely and accurate preparation and completion of all procedures related to payroll and benefits administration, as well as providing support to the Human Resources Team in HR related functions. The person in this position is exposed to a large volume of sensitive, confidential information regarding employees and the company; and is required to be discreet, confidential, and diplomatic.

Essential Duties & Responsibilities

- Prepares and processes bi-weekly payroll for approximately 140 employees, across six companies
- Submits all government reporting to include new hires, quarterly tax filings, W-2's, 1099's and ACA reporting
- Assists Human Resources in processing employee new hire and separation paperwork
- Maintains employee payroll and related data; documents changes, maintains personnel files
- Coordinates all benefits open enrollment activities. Monitors/reconciles monthly provider billing
- Employee point of contact for all benefits related questions and issues; primary resource for vendors and third-party administrators
- Identifies areas of improvement to streamline payroll and benefits processes
- Processes garnishment notices
- Monitors and processes PTO requests
- Documents and updates procedures for payroll processing

Supporting Duties & Responsibilities

- Collaborates with the VP of Operations to interpret company policy
- Acts as back up for HR, as needed
- Willing to work independently or as a team on various special projects

Job Requirements

- **Education**
Associate's Degree in Business, Accounting, and/or Human Resources related field, or equivalent combination of education and experience.

- ***Experience***
Minimum of five years' experience processing and administering payroll including experience with payroll systems. Human Resources experience a plus.
- ***Qualifications***
Requires general accounting knowledge and experience; experience with Sage AS 300 a plus; MS Office Suite including strong Excel reporting skills; strong math aptitude; strong analytical, technical, and problem resolution skills; ability to adapt to the changing demands of the business; excellent written and verbal communication skills.
- ***Certifications and/or Licenses***
Certified Payroll Professional (CCP), a plus.

Physical Requirements

The physical demands of this job are consistent with a clerical type position. Must be able to lift up to 25 pounds.

Special Requirements

Not applicable

Compensation & Benefits

Compensation: \$75,000 - \$95,000 per year

- Annual bonus opportunity based on company and individual performance.

Benefits: Medical, Dental, Vision, Life Insurance, Dependent Care Insurance, HSA, FSA, Employee Assistance Program, Short Term Disability Insurance, 401 (k), 401 (k) Match. Other supplemental plans available upon request.

PTO: 108 hours of paid time off (combined vacation and sick leave) per year

Paid Holiday: 8 paid company holidays annually.

Equal Opportunity & Drug-Free Employer

Disclaimer: This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job duties and responsibilities.