



JOB DESCRIPTION: Bestbath Systems Payroll & Benefits Specialist

The Payroll and Benefits Administrator is responsible for administration of bi-weekly company payroll for approximately 200 employees and all related payroll duties, benefit administration of Medical, Dental, Vision, Life, STD, LTD, and 401(k) plans, along with compliance, HRIS data management, and employee file management.

The Payroll & Benefits Administrator will act as the first point of contact for all inquiries related to payroll and benefits. In addition, the Payroll and Benefits Administrator will manage special projects related to assigned Accounting & HR functions and will report directly to the Finance Director

PRIMARY DUTIES AND RESPONSIBILITIES

- Interacts daily in an open and approachable manner with all levels of employees to address payroll and benefit inquiries
- Partners with HR in the set up of employee ADP profiles, open enrollments, and other changes and implications to the payroll integrity.
- Prepare, Processes and submits bi-weekly payroll for all employees in ADP Workforce Now
- Reviews all manager approved employee hours/timecards in ADP WFN Time & Attendance for accuracy
- Enters pay data / batches as needed and audits payroll information for accuracy
- Verifies payroll output, checks and reports for the payroll period
- Prepares standard and custom reporting, fully understanding how to extract specific data from ADP WFN reporting
- Reviews and reports on processes payroll adjustments, including PTO
- Work with payroll service provider to reconcile tax inquires or discrepancies
- ACA Year-End Reporting in ADP WFN
- Supports HR in processing new hires (temp & fulltime) and terminations of company employees
- Works with 3rd party COBRA administrator for eligible terminated employees
- Supports HR with verifications of employment, garnishments, Unemployment Claims Process; gathering necessary information, responding to inquiries.
- Partners with HR for Benefit Administration for all eligible new hires
- Reconciles monthly invoices against ADP reports for participants enrolled in Medical, Dental, Vision, Life, Optional Insurances along with other payroll and benefits related billings
- Assists with administering the Company's 401K Plan;
- Serves as a point of contact for preparation and administration of department related audits
- Assesses current payroll & benefits process and makes recommendations as needed in an effort to achieve department and company goals
- Partners with the HR to maintain the HR database to ensure accurate information
- Assists with special projects as requested by the Director of Finance or HR Director

SKILLS

- Strong working knowledge of HRIS system operations and functionality (prefer ADP Workforce now)
- Excellent interpersonal skills and ability to work in a team environment
- Strong oral and written communication
- Detail oriented and organized
- Professional and maintains impeccable confidentiality
- Time management
- Initiative and drive

EDUCATION AND EXPERIENCE

- 5+ years of payroll and benefits experience preferred
- Experience with complete ADP Workforce Now Module, v.10 or higher
- Demonstrated knowledge of Federal and Multi State payroll, benefit and employment laws
- Proficient with Microsoft Office – Word, Excel, Outlook, PowerPoint
- Prior AP & AR experience preferred.
- Office equipment proficiency: scanner, copier, printers,
- Payroll: 3 years (Required)
- Benefits Administration: 3 years (Required)

Education:

- Bachelor's (Preferred) and/ or appropriate combination of education and work experiences.

Location:

- Caldwell Idaho

Work authorization:

- United States (Required)