



Title of Position: Payroll and Benefits Specialist

Department: Finance and Operations Department

Reports To: Director of Finance and Accounting

Work Schedule: M-F 40 hours, Onsite

Job Status: Full-time

FLSA Status: Exempt

Positions Supervised:

POSITION SUMMARY

The Payroll and Benefits Specialist administers the activities relating to the Seminary's payroll, benefits, including employee leaves. The Payroll and Benefits Specialist is responsible for timely and accurate payroll administration including timekeeping for all employees. The Payroll and Benefits Specialist is also responsible for managing and processing benefit orientation, enrollment, on-going maintenance, and account reconciliation which includes auditing monthly invoices for all payroll and benefits related vendors.

ESSENTIAL FUNCTIONS

Administrative Support:

- Manages full package of employee benefits (medical, dental, vision, 403(B), COBRA, FMLA, LTD, FSA)
- Maintain current employee files ensuring compliance with VTS policies and Virginia State regulations.
- Assist with coaching and counseling all employees regarding HR policies and programs and ensure compliance.
- Provide assistance and counsel to employees in matters relating to benefits (health insurance, short- and long-term disability, pension, etc.)
- Prepare internal employee communications regarding compensation, benefits, or company policies.
- Assist with the on-boarding process for all new employees including background checks, reference checks, employment letters, welcome and orientation, etc.
- Assist the off-boarding employee process including scheduling exit interviews as appropriate.
- Ensure ongoing employee compliance with I-9 regulations.
- Assist with monitoring and preparing for bi-annual and new employee performance review.
- Assist with maintaining and updating job description database.
- Assist with updating organizational chart.
- Advise the Director of Finance and Accounting and Sr. Vice President for Finance, Administration and Operations on changes in payroll/benefits best practices, trends, and applicable laws.
- Ensure accuracy of salary and benefits data, in collaboration with the Director of Finance and Accounting.
- Support the Director of Finance and Accounting and Sr. Vice President for Finance, Administration and Operations through preparing communications, organizing meetings, taking notes, and writing minutes, etc.
- Support the Director of Finance and Accounting and Sr. Vice President for Finance, Administration and Operations with employee trainings and special events.

PAYROLL AND BENEFITS

- Process bi-weekly payroll.
- Maintain accurate and current files for all payroll related matters, including tax and garnishment files.
- Prepare federal and state tax, workers compensation, disability filings as needed.
- Keep abreast of changes to federal and state payroll regulations, making recommendations for appropriate and necessary changes to payroll policies and procedures as appropriate.
- Assist with monitoring employee leave and overtime status.
- Administer employee benefits including health insurance, pension, life, and disability insurance, 403(b) plan, health savings accounts, flexible spending accounts, etc.
- Reconcile benefits billing.
- Provide support as needed with annual audit in the area of payroll.
- Take a lead in planning and implementing yearly open enrollment.
- Manage the enrollment and maintenance of student health insurance.
- Prepare Payroll general ledger entries.
- Assists with accounting and finance projects as needed.

POSITION QUALIFICATIONS

Competencies:

- Excellent communication skills, both oral and written.
- Ability to organize tasks, to organize space, files, and systems to enable efficient services.
- Discreet, professional, and positive attitude and approach to all matters, especially confidential material and information.
- Strong analytical skills with excellent attention to detail.
- Excellent technology skills particularly with Microsoft Suite (Excel and Word, primarily) and web-based database platforms.
- Payroll and benefits administration experience preferred.
- Knowledge of Paycom or other similar Human Resources Information Systems preferred.

SKILLS & ABILITIES

Education:

- Associate or bachelor's degree in accounting or human resources or relevant work experience.
- SHRM Certification a plus.

Experience:

- 2-5 years of experience working in Payroll and/or Human Resources

Technology Skills:

- Proficient Microsoft office suites, HRI systems, Microsoft 365, and other databases.

PHYSICAL DEMANDS

- Stand, walk, sit, type, reach outward, reach above shoulders. Lift 10lbs or less up to 0-2.5+ hrs/Day

WORK ENVIRONMENT

- Work is performed primarily in office.