

CITY OF EAST PROVIDENCE
EMPLOYMENT OPPORTUNITY



BENEFITS/PAYROLL ADMINISTRATOR

Pay Grade 35 (\$50,208 - \$59,767)

EPPMTEA UNION AFFILIATION

Under the general supervision of the Director of Human Resources, the Benefits/Payroll Administrator coordinates and administers the benefit plans for all employees, maintains accurate records in regard to payroll activities (Timekeeping, deductions, garnishment, etc.), maintain employees' enrollment and answer payroll questions, verifies all insurance billing, maintains employee database and files, and ensures compliance with required benefit notices. Maintains confidentiality, generates and carries out policy and reporting as requested / assigned for various related work as required. The Benefits/Payroll Administrator will oversee, manage and supervise the organization's payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.

Duties/Responsibilities:

- Administer various employee benefits programs, such as group health, flexible spending, Health Savings Account (HAS) accounts, dental and life insurance, deferred compensation plans and wellness benefits.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.
- Conduct benefits orientations and explains benefits enrollment
- Maintain employee benefits filing systems and ensures benefits changes are entered appropriately in payroll system for payroll deduction.
- Assist employees with health, dental, life and other related benefit claims.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs.
- Resolve administrative problems with representatives

- Administer Consolidated Omnibus Budget Reconciliation Act (COBRA).
- Review and respond to unemployment claims with appropriate documentation.
- Review monthly unemployment statements
- Coordinate workers compensation claims with administrator. Follow up on claims.
- Assist HR Director in obtaining statistics and information in renewal process of any health, life, dental and retirement plans.
- Prepare and maintain biweekly employee reports.
- Assist HR Director in completing benefits reporting requirements
- Research employee benefit and health practices or modifications to existing policies
- Administer employee insurance, pension and savings plans.
- Perform data and cost analyses that may be used in areas such as support of collective bargaining agreements, review of benefit programs/adjustments, etc.
- Ensures accuracy in wage plan administration when updating employee records.
- Prepare and execute payouts.
- Collaborate with Human Resource Department for payments and deductions.
- Maintain and update employee records and benefits files
- Coordinate benefits processing, including enrollments, terminations, and claims.
- Advise and inform employees of the details of the City benefit programs
- Assists employees with pay statements and W-2 forms. Daily uploads of third-party scheduling software for Police and Fire Department
- Personal payouts per Collective Bargaining Agreements
- Prepare and create batches for payroll for stipends, injury pays, acting pays etc. Also process severance pay for all retirees. Completes monthly wage request from the Trust. Process payroll, clothing allowances, stipends, longevity and 457 Plan contributions per CBAs.
- Balance department register, distributes checks
- Enters, updates and maintains payroll database, create payroll report and spreadsheet to ensure funding. Wire payroll deduction checks to appropriate associations and vendors.
- Create general ledger reports for Employees Retirement System of Rhode Island (ERSRI), TIAA College Retirement Equities Fund (CREF) and Deferred Compensation Plans
- Performs other duties as assigned

Abilities, Knowledge and Skills:

- Knowledge of employee benefits and applicable laws
- Proficient with Microsoft Office, Excel or similar software
- Experience working with sensitive information and maintaining strict confidentiality.
- Must have accurate data entry; strong attention to detail; ability to understand and follow detailed instruction
- Ability to work on and understand financial documents; proficient in Excel;

Minimum Qualifications:

High school diploma or equivalency; ability to work quickly and accurately with financial documents; ability to deal calmly and effectively with others; experienced and qualified in the use of computers and various computer operating systems (i.e., Office, Excel, Access) to record and manipulate data and to produce reports. Able to perform accurate, error free computer data entry; general office and clerical skills including typing and word processing required; or, any equivalent combination of experience and training.

EXAMINATION WEIGHT

100% Oral

Please apply online at:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=7194c980-8645-4d6c-a63d-4aa97ffa0bad&cclid=19000101_000001&type=JS&lang=en_US



Application and resume must be submitted no later than November 30, 2022, by 4:00 p.m.

At the City of East Providence we celebrate the diversity of our citizenry, and are proud to encourage inclusiveness in our workforce. We do not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age or disability in employment or the provision of services.

ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Posted 11/18/2022