

TITLE: Payroll & Benefits Coordinator
REPORTS TO: Director, HR
FLSA: Exempt

JOB PURPOSE: The Payroll & Benefits Coordinator will prepare and execute timely payroll for 120+ multi-state employees. The successful individual will be responsible for supporting our employee base with questions and concerns, as well as providing day-to-day support for the HR department which will include payroll, time and attendance, benefits, leave of absence, new hire onboarding.

DUTIES AND RESPONSIBILITIES:

- Process bi-weekly multi-state payroll.
- Ensure all payroll related tax filings and payments are done timely and accurately, including updating state unemployment tax rates. Assist with the set-up of new accounts with various federal, state, and local agencies as well as in future jurisdictions.
- Create, maintain, and archive all personnel files (new hires, termination, etc.) and payroll records within regulatory compliance.
- Assist with paperwork and processing for onboarding all new hires, employee termination, and status change.
- Verify criminal, credit, and educational background, reference check information.
- Develop and maintain adequate internal controls to assure accuracy of deductions and billing for benefit plans; conducts periodic internal audits.
- Conduct the timely and accurate processing of all health and welfare plan transactions, 401(k) funding, spending accounts, COBRA administration and other tasks as needed.
- Day-to-day employee point of contact for all payroll and benefit related matters.
- Assist with coordination of HR-related training sessions.
- Light accounting duties.
- Maintain compliance with federal and state regulations concerning employment.
- Maintain and conduct all matters in a highly confidential manner.
- Identify opportunities to improve payroll processes and works with management to refine processes.
- Perform administrative functions and works closely with the Human Resources Director to provide day-to-day support.
- Work closely with the Corporate Accounting department to reconcile payroll and department payables.

QUALIFICATIONS:

- 3+ years of Payroll & Benefits Administration experience
- Must be proficient in ADP Workforce
- Strong attention to detail.
- Flexibility and multitasking, ability to undertake several tasks simultaneously and manage them effectively
- Excellent written and verbal communication skills, confident and effective in explaining concepts and situations to employees at all levels
- Must maintain and protect employee information and employee confidentiality at all times.
- A strong team player with a positive attitude and ability to absorb and learn quickly; willing to go the extra mile

To apply for this position please email your resume to Jobs@Intercontinental.net

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