TITLE: **Payroll and Benefits Coordinator**

ASSIGNED EMPLOYEE _____

Payroll and Benefits Coordinator

1.0 INTRODUCTION

1.1 This procedure establishes the essential functions, authority, responsibilities, duties, reporting relationships, and measurements of performance for the position of Payroll and Benefits Coordinator.

2.0 FUNCTIONAL ROLE

2.1 The basic function of the Payroll and Benefits Coordinator is to ensure the proper wage and salary payments to the employees, as well as assist the Human Resource Director all facets of the Payroll and Benefit functions..

3.0 MINIMUM REQUIREMENTS

3.1 **Education**
Required: High School Diploma or equivalent.
Preferred: Associates Degree in Business or equivalent training. Must be computer literate.

3.2 **Experience**
A minimum of two years of experiences in payroll and/or benefits. Experience in a manufacturing environment preferred.

3.3 **Skill, Knowledge and Abilities**
Analytical and mathematical skills as related to business practices and procedures in general use. Ability to provide accurate payroll reports and accurately enter/monitor benefits both in the payroll system and invoice. The ability to communicate with others within the company in English.

4.0 REPORTING RELATIONSHIPS

4.1 The Payroll and Benefits Coordinator reports to the Director of Human Resources.

4.2 At this time no one reports to the Payroll and Benefits Coordinator.

5.0 AUTHORITY

5.1 The Payroll and Benefits Coordinator derives his/her authority from the HR Director.

5.2 The Payroll and Benefits Coordinator has sufficient authority to fulfill the responsibilities and duties assigned to the position, within the guidelines established by the HR Director.

6.0 RESPONSIBILITIES

The responsibilities of the Payroll and Benefits Coordinator include, but are not limited to the following:

6.1 Preparation of all timecard data to submit to the Payroll Processing Company.

6.2 Proper and accurate general ledger coding of all payroll data.

6.3 Responsible for ensuring current employees are input into computer.

6.4 Ensure the accuracy of the payroll by concurrence with the HR Director.

6.5 Payroll completed in a timely manner.

6.6 Adhere to all company policies and procedures in the payroll process.

6.7 Maintain benefits to meet current employee information.

6.8 Maintain an understanding of all company benefits offered.

6.9 Keep employees abreast of any changes and/or additions to the current benefit policies.

6.10 Keep in contact with our Brokers regarding any information that may be pertinent, i.e. new hires, terminations.

6.11 Assist in maintaining all employee files (Personnel, Medical, Training/Safety, I-9's, DMV,etc.)

6.12 Be knowledgeable of all reporting required by Accounting Supervisor in reference to the General Ledger.

6.13 Responsible for posting all reports to the "P" Drive as required for Accounting purposes.

6.14 Assist the Director of Human Resources as needed.

6.15 Any other like duties as assigned.

7.0 PRINCIPLE DUTIES

The principle duties of the Payroll and Benefits Coordinator include, but are not limited to the following:

7.1 Ensure the timely preparation of all payroll by forwarding the proper information to the Payroll Processing Service within prescribed time limits.

7.2 Ensure the correctness of the payroll by checking total hours.

7.3 Post correct dollar amounts to the correct company expense account.

7.4 Establish a control figure for checking the gross payroll once it is completed.

7.5 Ensure the safeguarding of all payroll information by using the proper access code for the J. D. Rush Companies.

7.8 New hires are input into the computer to ensure timely checks.

7.9 Employee inquiries regarding paychecks/benefits resolved immediately.

7.10 Perform any other duties as directed by the HR Director.

8.0 MEASUREMENTS OF PERFORMANCE

8.1 The posting of all payroll is complete and accurate.

8.2 The payroll is done accurately and timely.

8.3 The payroll General Ledger entries are verified for accuracy.

8.4 Payroll checks are safeguarded and given out only to the proper employee.

8.5 The payroll information is kept confidential.

8.6 New hires are timely input into the computer to ensure a payroll check is available to him/her when due.

8.7 All Record Keeping is to be kept neat and up to date.

8.8 A high level of communication has been maintained.

8.7 All other duties as directed by the HR Director have been done timely and accurately.

9.0 ESSENTIAL PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE **Payroll and Benefits Coordinator**			
ACTIVITY (HOURS PER DAY)	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		X	
Climbing	x		
Kneeling		X	
Crawling	x		
Twisting (neck)			x
Twisting Waist			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		X	
Power Grasping (left hand)		x	

Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs		x			x	
11-25 lbs		x			x	
26-50 lbs	x			x		
51-75lbs	x			x		
76-100lb	x			x		

10.0 ACKNOWLEDGMENT

10.1 I have reviewed the above position guide, and I understand it to be accurate and complete. I also agree that management retains the right to change this position guide at any time.

_____ _____
Payroll/Benefits Coordinator Date

_____ _____
Director – Human Resources Date

Serial Number: JDR-JOB-###

Date: 07/23/2018