



Job Description

Job Title: Payroll and Benefits Specialist **FLSA Status:** Exempt
Reports to: Controller **Grade:** 13
Department: Finance

Summary / Overview:

The Payroll and Benefits Specialist is responsible for the accurate and timely preparation and processing of Access Health CT's (AHCT) bi-weekly payroll in accordance with all state and federal wage and hour laws and regulations. Responsibilities include the calculation and recording of confidential employee pay data into the payroll system, including payroll tax, voluntary and involuntary employee deductions, as well as direct deposit information. In addition, the Specialist is responsible for organizing both new and annual employee open enrollment benefit activities (e.g., medical, dental, vision, life insurance, retirement), as well as short-term and long-term disability benefits. The Payroll and Benefits Specialist maintains / provides all legally mandated payroll records, management reports and year-end employee documents, is responsible for completing daily procurement / accounts payable tasks and assists the Finance Department with other duties as assigned. This role does not have supervisory responsibilities and reports to the Controller.

Roles and Responsibilities:

- Accurately process / manage bi-weekly time reporting and payroll for all AHCT employees on a timely basis and according to all local, state and federal regulations, income tax laws and company policies; perform quality control on earnings, deductions, direct deposits and tax set-up / changes and effectively manage issue resolution
- Serve as one of the administrators of the payroll and benefits modules for the HRIS and oversee the processing of employee benefits including but not limited to medical, dental, life insurance, vision, retirement accounts, and short and long-term disability insurance coverage
- Serves as a "concierge" to all AHCT employees and resolves employee and management payroll and benefit-related inquiries and concerns timely
- Responsible for communicating and coordinating annual benefit open enrollment periods; arrange for plan summary materials and required notices to be delivered and communicated to employees in a timely manner
- Coordinate regular on-going information and consulting sessions for employees with health and retirement benefit providers, and hold regular open enrollment presentations as well as Q&A sessions to facilitate the enrollment and effective use of AHCT benefits by employees
- Present payroll and benefit information to new hires during new hire orientation, provides necessary enrollment materials, and train / guide new employees on the use of AHCT's time management system

- Responsible for the preparation and processing of year-end payroll and benefit reporting (third-party sick pay, W-2 forms, 1095-C forms, PTO accruals, employee compensation summaries, etc.)
- Calculate and process all periodic and ad-hoc payroll garnishments, bonuses, and retroactive pay adjustments
- Primary point of contact between AHCT and all benefits insurance carriers for new enrollment, terminations, employee changes and issue resolution
- Assist in the administration of 401(a) and 457(b) retirement plans, updating the payroll system with employee elections, and bi-weekly employee/employer contribution reconciliations between the payroll and retirement systems
- Administer the payroll portion of all FMLA and disability leaves; prepare COBRA information and enrollment documents for exiting employees
- In collaboration with Human Resources, respond to any employment / salary verifications and unemployment claims in a timely manner
- Accurately complete assigned procurement and accounts payable tasks on a daily basis; collaborate with AHCT budget managers and Finance team members to efficiently resolve A/P issues
- Responsible for tracking all procurement requisition status changes in Clarizen throughout the procurement workflow process (from new requisition to purchase order completion)
- Comply with all independent, state and federal audit requests
- Update and maintain the policy and procedures manual for payroll and benefits processing
- Other duties as assigned

Qualifications

- Associates Degree in related field or equivalent experience
- 3-5 years payroll administration experience required
- Understands and embraces a daily “concierge” mindset
- Thorough understanding of FLSA and both federal and CT wage and workplace laws
- Experience with payroll and time and attendance software systems; experience with Paylocity highly desirable
- Knowledge of basic accounting and accounts payable processing
- American Payroll Association (APA) certification preferred
- Proficient with MS Excel and Word
- Adaptable to change and shifting priorities in a fast-paced environment
- Highly detail oriented and strong mathematical skills
- Good written and oral communication skills
- Ability to work well both independently and as a team member
- High degree of professionalism and discretion in confidential matters
- Ability to work with diverse personalities and to foster strong relationships
- Strong organizational skills
- Represents and displays the AHCT Values: Integrity, Excellence, One Team, Passion, Authenticity, and Ownership

Physical Demands:

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

enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit, hear, use hands to type data, and utilize a phone or other electronic communication devices. This employee may have to operate business machines.

Work Environment:

This is an in-office role in which the noise level in the work environment is usually low to moderate. Requires fast-paced deadlines and has a high stress at times. Occasional travel required.

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