

## 1.0 DUTIES AND RESPONSIBILITIES

Under the general direction of the Human Resources Manager, the Benefits and Payroll Specialist shall direct, coordinate, and assist in performing all payroll functions and the daily administration of employee benefits for Harkand Gulf Services, LLC. Currently, this includes medical, dental, vision, life, employee assistance, and disability insurance programs as well as 401(k) retirement plans. He/she is responsible for entry of new employees, entry and reconciliation of all payrolls, development of salary schedules, processing salary changes, maintenance of payroll records, completion of wage inquiries from various agencies, and resolution of payroll issues. The Benefits and Payroll Specialist is also expected to assist with payroll matters, providing information, reports, and analyses and interacting with individuals and organizations both external and internal.

Specific responsibilities may include:

- Perform all activities necessary to process 1 or more payrolls, including checking and auditing timekeeping records for compliance with established standards, maintaining time and attendance records, entering new hires into the payroll system, posting changes in pay and tax status, and miscellaneous changes
- Maintain payroll and related records tracking the accumulation and use of vacations, sick days (PTO), holidays, and miscellaneous leaves of absence requests from employees.
- Facilitate affirmative action laws and post state and federal labor regulations.
- Assist the Controller with payroll tax activities, including compliance with local and various out of state, and federal regulations and filing local, out of state, state, and federal payroll tax returns. Assist with the calculation and reporting of tax liabilities by responding to questions and special requests from employees and regulatory agencies; researching laws and regulations regarding taxes and payroll withholding procedures; and preparing budgets, projections, and special reports for senior management
- Process new enrollments and family status changes for employees in the company provided health and welfare programs on a monthly basis. This will include reviewing employee enrollment forms for accuracy, calculating employee contributions, and entering employee contributions into payroll system, notifying insurance companies of new enrollments, and updating the employee benefits database.
- Process employee terminations from the health and welfare benefit programs on a weekly basis. This will include sending notification to the respective insurance companies, notification for COBRA, paperwork to be sent, and updating employee termination in the benefits database.
- Compile with provisions of COBRA, ERISA, FMLA, and HIPPA, and filing of reports with state and federal agencies. Review IRS filings prepared by the Accounting department.
- Provide assistance and information to employees, divisions, insurance companies, brokers and Specialists concerning the company sponsored health and welfare programs, including 401(k) retirement program. This will include problems or questions concerning eligibility, claims problems, obtaining information or forms, etc.
- Respond and assist employees and employees' families with FAQs pertaining to payroll, benefits, health, and welfare issues
- Review billing from insurance carriers for accuracy on a monthly basis. Communicate discrepancies to insurance carriers and obtain adjustments for overcharges.
- Responsible for annual enrollment and all aspects of the annual enrollment process.
- Provide assistance to the Human Resources Manager for special projects and information concerning the company health and wellness program.

- Organize annual health fairs and other benefits related events.
- Other duties as assigned.
- Support and participate in the organization's continual improvement program to conform to ISO 9001:2008 requirements by complying with the Quality Policy and procedures and meeting QMS objectives.
- Other duties as assigned.

## **2.0 REQUIREMENTS**

### **2.1 EDUCATION**

- Bachelor's degree from a four-year college or university.

### **2.2 CERTIFICATIONS AND QUALIFICATIONS**

- N/A

### **2.3 EXPERIENCE**

- Minimum of 5 – 8 years of related work experience and/or training.
- Must have international payroll experience.
- 10 + years' work experience with significant knowledge and experience in health and welfare and retirement benefits administration, legislation, and design may be accepted in lieu of a Bachelor's degree.

### **2.4 KNOWLEDGE AND SKILLS**

- Knowledge of payroll laws, ordinances, regulations, and procedures for various states.
- Knowledge of basic accounting and bookkeeping principles, office methods and procedures, and automated payroll systems.
- Proficient in Microsoft Office, Microsoft Excel, PowerPoint, and other software as needed.
- Excellent oral and written communication skills.
- Ability to meet deadlines and work cooperatively with diverse groups of Specialists, staff members and outside organizations.
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- Ability to multi-task.

## **3.0 PHYSICAL AND SAFETY REQUIREMENTS**

- Sitting, bending, and typing 8 – 10 hours per day.
- Able to lift 15 lbs.
- Must comply with any safety or PPE requirements.
- Reasonable accommodations are made to enable individuals with disabilities to perform essential job functions.

## **4.0 OTHERS**

- Responds quickly to instructions.
- Highly alert and attentive.



- Detail-oriented.
- Safety-conscious.
- Team player.