



Job Title: Sr. Payroll & HRIS Administrator
FLSA Status: Exempt
Status: F/T or P/T: Full-time
Reports to: Chief Human Resources Officer

Job Code:
Job Grade: TBD
Department: Human Resources
Revision Date: 08/2021

POSITION SUMMARY:

The Sr. Payroll and HRIS Administrator is responsible for the processing of association-wide payroll. They will provide solid analytical, technical, administrative and customer service support association-wide to ensure accurate processing, timely crisis resolution, report creation, sustainable practices and regulatory compliance within our pay programs.

This position provides planning, project coordination and management for the development of a cost-effective pay and HRIS systems. Will collaborate with all areas of HR and other business stakeholders to improve transactional processes for optimal employee experience. This position reports to the CHRO.

ESSENTIAL FUNCTIONS:

Payroll

- Administers the association payroll in a timely and accurate manner. Responsible for maintaining the payroll and HRIS records and compiling reports from database.
- Solves problems concerning payroll, answers inquiries, and enforces payroll policies. Assists in development of overall payroll procedures by recommending improvements or changes when deemed necessary for greater efficiency.
- Coordinate and submit semi-monthly payroll data to ADP and all other payroll processing related activities.
- Proper handling, processing, data entry, and filing of all paperwork related to new hires, transfers, payroll/personnel changes, direct deposit, separations, and all other applicable areas.
- Maintenance of records by hard copy and/or electronic data in a variety of systems.
- Respond in a timely manner to all garnishments, employment verifications and other similar requests. Communicates withholding orders to employees, maintains records and compliance with federal and state laws.
- Compile payroll data, process employee changes, perform data entry, and audit the accuracy of payroll information and data.
- Assist with quarterly and year-end processing and reconciliation and participate in the completion of internal and external payroll tax and accounting audits.
- Works with CHRO to determine FLSA status.

HRIS

- Understands Human Resources information systems and functionality with an ability to implement and maintain HR software systems and changes.
- Run reports from various databases and format information in Excel to make information useable for a variety of stakeholders in the association.
- Responsible for analyzing and directing all functional related activities within the scope of HRIS.
- Manage HRIS system, create and provide ongoing update to functional procedural guides.
- Promote proactive approaches using the HRMS to solve business needs/problems while also enhancing the understanding and acceptance of the HRMS capabilities, prepare and maintains standard and ad hoc reports, queries, and conduct appropriate audits to ensure data integrity.

- Use data and metrics to identify trends across employee populations and provide insights to stakeholder on a regular basis.
- Lead or partner with others in HR related to HRIS initiatives including system implementations, upgrades, process enhancements, reporting and data analysis.
- Drive value by designing and conducting training programs, documenting processes, enhancing HR's reporting capabilities, identifying areas for improvement through technical solutions, optimizing business processes and analyzing and interpreting data to assist management with decision making, policy formulation and strategy.

Administration

- File documents in employee file, maintain the confidentiality and accuracy of all HR records and files in the HR department.
- Track and monitor trainings, provide reporting on completed trainings.
- Administer New Employee Orientation process.
- Process department invoices through accounting system for various vendor.

Continuous Process Improvement

- Remain apprised of developments in the payroll field to ensure accuracy and continual compliance with changing rules and regulations affecting payroll.
- Develop and implement new approaches, procedure changes and innovative solutions to continually improve efficiency and employee experience. Identify, document and communicate process improvement opportunities.
- Assist in any special projects that arise (research, create reports, etc.) and other human resources work as required.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed.
- Partner with HR leadership in assessing, planning and implementing enhancements to processes and procedures.

QUALIFICATIONS:

Education

- Associates degree in Human Resources, Business Administration, Accounting or related field.

Experience:

- 5-7 years of Payroll experience.
- Past ADP experience a must
- 5 years of HRIS experience

Certification(s):

- Professional Human Resource (PHR) or other recognized HR certification preferred.

Technical Skills and Knowledge:

- Expert knowledge of ERISA, FLSA, and IRS
- Ability to perform work with a high degree of accuracy and organization.
- Maintain confidentiality and respect for all individuals as well as sensitive human resources information in the association
- Strong computer skills including Microsoft Office suite with excellent Excel skills, experience with comparable payroll/HRIS system preference for ADP, Kronos, or Ceridian
- Expert knowledge of DOL state, local, and government payroll regulations to include those associated with garnishments, deductions, and taxes
- Excellent written and oral communication skills and strong interpersonal skills to be able to interact with all levels of organization.
- Strong presentation and facilitation skills with the ability to deliver successful presentations to individuals and/or large groups at all levels of the organization
- Ability to grasp a strong understanding of the association, its mission and services

offered throughout the community.

- Ability to perform with considerable independence and initiative.
- Must be able to model the key attributes; Welcoming, Genuine, Hopeful, Nurturing and Determined
- Must show commitment to the mission and cause of the YMCA and uphold its values and ethics
- Ability to work effectively work with people of different backgrounds, abilities, opinions and perceptions

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

- Performs work in an office setting with moderate levels of noise, sitting for long periods of time, repetitive motion using computers and phones, with exposure to fluorescent lighting
- Ability to occasionally travel to non-corporate office locations. Must possess a valid driver’s license, be able to drive, and have access to a vehicle.

DISCLAIMER:

The above statements describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.

SIGNATURE:

I have reviewed and understand this job description.

Employee’s name

Employee’s signature

Today’s date: _____