



The Club at New Seabury

Human Resources Payroll Specialist

Reports To: Director of Human Resources

Position Overview

The Human Resources Specialist primary responsibility is to oversee payroll administration and compliance reporting for our Club and Development Divisions. This role is responsible for monitoring all tasks necessary to accomplish the organizations payroll processing objectives. The Human Resources Specialist will support the overall efficiency of the Human Resources Department.

Essential Duties & Responsibilities:

- Responsible for overall management of ADP payroll system as well as all reporting functions within ADP.
- Effectively and promptly respond to and resolve employee requests, changes, and issues that arise with timesheet submissions and timeclock changes.
- Support employees and managers using HRIS including training, issue resolution, and monitoring activity/user behavior.
- Monitor federal and state tax withholding information and direct deposit data.
- Audit, analyze and maintain garnishment information.
- Audit bi-weekly payroll and prepare register entries.
- Process off cycle checks for terminations and other miscellaneous payouts.
- Complete state and federal required census forms and all compliance reporting requirements including year-end reporting, W2's, ACA Reporting, 5500 reporting, HSA contributions.
- Analyze timesheet and other payroll submissions, such as adjustments, PTO requests, gratuities, etc. with attention to detail and detection of discrepancies prior to final submission.
- Manage compliance initiatives (i.e. I-9, yearly MVR for drivers, etc)
- Regularly evaluate and recommend to Human Resources Director any identified process improvements or adjustments to streamline or increase quality the department.
- Supports with the annual renewal and benefits enrollment process.
- Produce reports to managers and accounting as required.
- Assist with employee file maintenance through regular audits of ADP.

Knowledge, Skills, & Abilities

- Knowledge of payroll principles, practices, regulations, and procedures.
- Knowledge of applicable state and federal payroll and related tax regulations, legislation and guidelines including, but not limited to: writs of garnishment, child support, levies, & subpoenas.
- Must display excellent external and internal customer service.
- Strong communication skills and ability to work as part of a team.
- Strong organizational skills, flexibility, attention to detail and time management skills.
- Demonstrated ability to show judgment and decision-making ability, as well as the ability to problem solve is required.
- Knowledge of employment and benefits laws is preferred.
- Must be comfortable with timely deadlines.
- Shows initiative with task orientation.
- Proficient in computer knowledge/applications including MS Office, ADP/WFN, Beanworks
- Ability to work with minimal supervision.

Credentials & Experience

- Bachelor's Degree and at least a minimum of 2-3 years' experience
- Must have experience processing payroll for 450+ employees.
- Proficient use of Microsoft Word and Excel.