

## **Payroll & HR Generalist**

Would you like to take charge of Payroll and assist with Human Resources functions? Do you have 5 or more years of experience with payroll and HR administration? Do you enjoy processing payroll and working with data? Do you get excited helping employees with their payroll, benefits and HR matters? Do you relate well with employees and appreciate confidentiality concerns? If your answer is "yes" to all of these questions, please send us your resume.

Benefit Allocation Systems is looking for a **Payroll & HR Generalist**. The **Payroll & HR Generalist** is a member of the Human Resources Team responsible for payroll and a range of human resources functions.

BAS will support you with **great working conditions, a brand-new laptop, remote work capabilities, state of the art phone system and other tools of the trade.**

We'll support you with **leading technologies** for your laptop, phone system and other mission-critical equipment to ensure uptime and eliminate the frustrations that are commonly associated with employers not providing the best-of-the-best employee support. And of course, we'll support you with our 401(k) with fully-vested matching contribution, generous PTO policy and awesome coworkers.

This position will initially be remote with some in-office required. Standard business hours are 8:30am to 5:00pm Monday through Friday, Eastern Time, with off-hours availability expected when needed.

### **About BAS**

BAS develops and supports one of the nation's leading Software as a Service employee benefit administrative solutions for employers called MyEnroll<sup>360</sup>. MyEnroll<sup>360</sup> provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. Clients use MyEnroll<sup>360</sup> to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

### **Main Duties and Responsibilities of Payroll & HR Generalist:**

#### **Payroll & Timekeeping Processing**

- Prepare, process, review and reconcile semi-monthly payroll, including executing and validating gross to net pay calculations to ensure accurate pay, deductions and tax payments
- Compute and manage time and attendance for new, ongoing and terminating employees
- Implement and maintain payroll best practices
- Review and reconcile quarterly tax reports
- Prepare annual payroll documentation
- Respond to questions for employment verification
- Maintain and manage various personnel and payroll records and reports
- Process changes to direct deposit requests
- Prepare workers compensation audit reports
- Monitor 401(k) salary reduction contributions and match
- Audit timekeeping/payroll system

#### **Recruiting/Onboarding**

- Pre-screen prospective employees
- Manage pre-employment documentation
- Onboard employees and process employment documentation

#### **Human Resources Administration**

- Coordinate performance evaluations
- Maintain job descriptions and personnel files
- Assist with gathering data for affirmative action plan analysis reporting
- Oversee and document leave of absences including FMLA, workers' comp, ADA, UI, disability, and return to work

### **Employee Relations**

- Respond to employee issues
- Answer questions about benefit programs, including insurance offerings and 401(k)
- Manage employee timekeeping
- Support employee programs and wellbeing initiatives

### **Employee Benefit Administration**

- Process UI and disability claims
- Maintain and process health, life, disability and AD&D benefits billings
- Reconcile insured benefits billings

### **Characteristics**

- Patient & friendly
- Attention to detail
- Organized
- Flexible
- Calm under pressure
- Multi-tasker
- Quick learner
- Good listener
- Positive demeanor
- Independent worker

### **Skills and Qualifications**

- Excellent data skills and ability to use advanced Excel functions
- Strong writing skills
- Strong accounting skills
- Exceptional analytical skills and ability to create useful reports from data
- Intermediate business telephone skills
- Strong attention to detail with ability to edit and proofread
- Effective interpersonal communication skills
- Knowledge of human resources policies and procedures
- Excellent time management, organizational and follow-through skills
- Proven ability to respond quickly and accurately to requests for data
- Operate multiple computer applications & windows
- Ability to multi-task
- Ability to cooperate, work and communicate well with coworkers and supervisors
- Ability to work at a fast pace while maintaining high quality results
- Balance quality with performance
- Extreme attention to confidentiality
- Ability to maintain confidentiality, treat others with respect and uphold Company values

### **Requirements**

- Bachelor's degree required
- 5+ years of payroll experience preferred
- Off-hours availability as needed
- Sit/Stand in front of a computer for extended periods of time
- Private/secure remote work capability
- Maintain utmost confidentiality and privacy as required by regulations and company policy
- Punctual & professional behavior

Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer/Veterans/Disabled. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability. For questions, please contact the BAS Affirmative Action Officer at 800-945-5513.