

Sr HR & Payroll Administrator (5+ Years Experience)

Would you like to take charge of Human Resources and Payroll responsibilities? Do you have 5 or more years experience with HR & Payroll administration? Do you get excited by helping employees with their payroll, benefits and HR matters? Do you like working with both employees and data and pay attention to detail? Do you relate well with employees and appreciate confidentiality concerns? If yes, you'll really enjoy working with us! We'll take your training and development seriously and provide one-on-one coaching and support to bring you to the next level in your career and professional development.

Benefit Allocation Systems is looking for a **Sr HR & Payroll Administrator**. The **Sr HR & Payroll Administrator** is a member of the Human Resources Team responsible for a wide range of payroll and 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 MyEnroll³⁶⁰. MyEnroll³⁶⁰ provides clients with a private, secure online system for their employees' benefit plan enrollment and administration. Clients use MyEnroll³⁶⁰ to communicate with BAS so BAS can provide administrative services for employer-provided insurance benefits.

Main Duties and Responsibilities of Sr HR & Payroll Administrator:

- 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
- Implement and maintain payroll best practices
- Review and reconcile quarterly tax reports
- Prepare annual payroll documentation
- Reconcile insured benefits billings
- Maintain and manage various personnel and payroll records and reports
- Process changes to direct deposit requests
- Prepare workers compensation audit reports
- Compute and manage time and attendance for new, ongoing and terminating employees
- Audit timekeeping/payroll system
- Administer and counsel employees on benefit programs, including insurance offerings and 401(k)
- Respond to employee questions about benefits
- Monitor 401(k) salary reduction contributions and match
- Recruit employees
- Manage pre-employment documentation and processes
- Onboard employees and manage employment documentation
- Coordinate annual performance evaluation process
- Maintain personnel files
- Manage job descriptions

- Prepare data for Affirmative Action Plan analysis and generate reports for federal affirmative action compliance
- Oversee and coordinate leave of absence programs including FMLA, workers' comp, ADA, UI and return to work
- Process UI and disability claims
- Maintain and process Health, Life, Disability and AD&D benefits billings
- Respond to questions for employment verification
- Provide assistance and technical advice in all payroll and employment related functions
- Support employee programs and wellbeing initiatives
- Other duties as requested

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 Excel skills
- 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
- Knowledge of compensation and leave provisions
- Knowledge of FMLA, FLSA, ERISA rules and regulations
- 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
- At least 5+ years of HR, payroll, and benefits experience
- CEBS, CPP or SHRM-CP, SHRM-SCP or equivalent preferred
- Ability to administer payroll and benefit related tasks
- 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.