



VETERANS OF FOREIGN WARS POSITION DESCRIPTION

TITLE: Payroll/Human Resource Specialist
EXEMPT STATUS: Non-Exempt
DEPARTMENT: Finance & Human Resources
GRADE: 11
STARTING SALARY: \$48,638

NATURE OF WORK:

Maintains HRIS to produce accurate and timely semi-monthly payroll. Responsible for managing employee records and processing status changes in a timely fashion. Provides new employee orientation on personnel policies and procedures. Responsible for assisting Human Resource Manager with reports, personnel issues and administration of policies and programs.

TYPICAL DUTIES AND RESPONSIBILITIES:

Maintains payroll records in compliance with state and federal regulations. Ensures payroll is processed accurately, timely and in accordance with established policies and procedures. Communicates with and monitors payroll company to ensure all tax payments, garnishments, new hire reporting, and year end reporting is completed accurately.

Prepares new-hire paperwork, assists with onboarding and ensures I-9 is completed, verified and proper documentation is maintained correctly. Conducts new employee orientations on organization's policies and procedures. Ensures all applications and forms are completed and filed appropriately.

Processes personnel action forms and ensures proper approvals. Keeps employee records up to date by processing employee status changes in HRIS in a timely fashion. Creates and maintains employee files both electronically and in paper form as necessary.

Assists with the preparation of the performance review process. Prepares numerous reports and schedules for budgeting purposes and analysis.

Assists in reporting and processing of medical, dental and vision administration fees, initiating claim payments and claim resolutions. Manages the benefit claims, admin fees, employee and employer costs for employees and retirees for finance budgeting reconciliation. Processes the annual application and the quarterly rebates for Medicare D Retiree Drug Subsidy Program.

NATIONAL HEADQUARTERS

406 W. 34th Street
Kansas City, MO 64111

Office 816.756.3390
Fax 816.968.1157

WASHINGTON OFFICE

200 Maryland Ave., N.E.
Washington, D.C. 20002

Office 202.543.2239
Fax 202.543.6719

info@vfw.org
www.vfw.org

Manages and tracks the leave share program, tuition reimbursement and wellness activities reimbursement program.

Manages the Family Medical Leave Act (FMLA) program, to include initiating the paperwork, making recommendations on approval, maintaining related files, and requesting recertifications.

Files workers' compensation reports and work as liaison between the employees and insurance companies. Prepares reports and documents for annual insurance audit.
Conduct employment verifications for current and past employees as necessary.

Serves on the Wellness committee to promote the health and welfare of the employees and communicates various wellness activities. Serves as liaison to wellness vendors. Schedules biometric screenings, health risk assessments, flu shots, blood drives, etc.

Responds to questions and troubleshoots issues related to policies, procedures, payroll, and other HR areas in a timely manner.

Assists Human Resource Manager with various projects and initiatives, and performs other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Position requires an associates degree or equivalent college hours with a focus in accounting and human resources plus 1 year of additional payroll processing experience. College education may be substituted with a high school diploma and 2-3 years of payroll processing experience. Must have working knowledge of accounting principles gained through experience or education, and a working knowledge of COBRA, FMLA, ADA, FLSA and ERISA.

Position requires excellent interpersonal, communication and organizational skills, attention to detail, proficiency in MS Excel, knowledge of MS Word and Outlook, proficiency of calculator (by touch) and keyboarding (45 WPM). Confidentiality is essential.

Must have ability to learn payroll software program, to analyze changes affecting payroll processing to determine if internal procedures need to change and ability to operate simple office equipment. Prefer experience with a HRIS system.

Position requires continuing education through seminars or one-day classes to stay abreast of payroll laws and human resource best practices

SCOPE OF POSITION:

Position has direct responsibility to the Human Resource Manager. Makes decisions on how own work is done following established procedures. Plans and prioritizes work on a daily,

weekly, monthly and quarterly basis. Plans annually for the budget process and tax year changes.

Typical problem solving includes workers compensation claim issues that require intervention between employee and third party administrator or discovering a payroll processing error and working with consultants to resolve problem.

Typical contacts are: with employees 20% on policy, FMLA or workers compensation questions, leave issues, or to provide or obtain payroll information; other human resource department staff 10% of the time to discuss policies, benefits and personnel issues; with third party administrators 5% of the time to resolve claim issues or invoice discrepancies; with outside consultants and vendors 5%.

Position has moderate financial responsibility to process weekly medical and dental insurance claims payments, background check payments and to assure 401k contributions, and accurately to meet stringent deadlines.

WORKING CONDITIONS:

Computer usage 75% of the time to enter data, process payroll, prepare schedules and maintain files, telephone usage is 10% of the time to speak with employees, supervisors, TPA and vendors, calculator usage is 5% to verify reports and data. The balance of the time is in a normal office environment.

MAJOR ACCOUNTABILITIES:

Ensures preparation of semi-monthly payroll to assure timely payment of wages earned. Ensures that appropriate payroll deductions are withheld and funds are transferred to the appropriate account or party such as the 401k provider.

Ensures confidential maintenance of payroll and personnel records to comply with VFW policies and the law and that employee records and payroll are properly processed from date of hire through the termination process.

Ensures that medical claims, dental claims, plan administrative fees, garnishments, child support payments and other court-ordered directives are paid accurately and timely.

Ensures that workers' compensation reports are filed with the insurance company and employees are offered medical attention if necessary for job-related injuries.

Please send inquiries and resumes to Danielle Heinisch at DHeinisch@vfw.org.

CLOSING DATE: January 18, 2019.