
EMPLOYMENT OPPORTUNITY

Payroll & Benefits Coordinator

Safety Center Incorporated is a non-profit organization founded in 1934 whose mission is to reduce injuries and save lives by empowering our community to make positive life changing decisions. We accomplish this mission by promoting lifelong safety and health through a variety of community and professional programs.

Safety Center has an immediate opportunity for a part-time (20 hours per week) Payroll and Benefits Coordinator (Program Staff III) with the expertise we need for payroll and benefits support.

Essential Duties and Responsibilities:

Payroll

Responsibilities include processing payroll in an accurate and efficient manner, including initiating changes, and ensuring the accuracy and integrity of payroll records:

- Inputting payroll, preparing and submitting manual payroll checks for employees who do not have direct deposit
- Preparing required reports for federal, state and local government agencies
- Processing tax correspondence from the IRS, state and local authorities to our payroll system
- Collecting banking information for direct deposit setup
- Processing garnishment orders and other issues that impact payroll specifications

Benefits

Responsibilities include assisting with the administration of all benefits and retirement programs, including medical, dental, vision, life insurance, long-term disability, and 401(k) plan as follows:

- Maintaining and documenting all payroll records
- Ensuring the accuracy of all benefits enrollments to provide vendors with accurate eligibility information
- Assisting with new-hire orientations
- Performing quality checks of benefits-related data
- Assisting employees regarding benefits claim issues and plan changes
- Distributing benefits enrollment materials and determining eligibility and responding to benefit inquiries
- Processing and administering all leave-of-absence requests and disability paperwork
- Responding to 401(k) inquiries employees relating to enrollments, plan changes and contribution amounts
- Assists with the open enrollment process

Qualifications and Requirements:

- Must possess a high level of proficiency in handling sensitive and confidential situations/information with the demonstrated ability to maintain strict confidentiality
- A minimum of one year of closely related payroll and benefits experience
- Minimum of one year's experience in payroll systems preferably BenefitMall
- Excellent interpersonal and communication skills (oral and written)
- Strong computer skills (Microsoft Office Suite – Excel, Word, Outlook, etc.)
- Knowledge of various insurance plans and programs; experience enrolling employees in health insurance programs
- Excellent organization and mathematical skills and attention to detail
- Knowledge of worker's compensation and OSHA reporting
- Experience setting up and maintenance of employee files
- Experience processing new hire paperwork and issuance of company property

Please forward your resume to ann@safetycenter.org or fax to (916)366-1135