



## **JOB ANNOUNCEMENT**

**For Internal and External Candidates**

### **PAYROLL AND HR SPECIALIST**

**Department: Human Resources**

**Reports To: HR Generalist**

**Closing Date: Open Until Filled**

This is a full-time non-exempt position. Hours are generally 8:00 a.m. to 5:00 p.m. Monday through Friday.

**SUMMARY:** Under the direction of the HR Generalist, assists in complex payroll computations, accounting and clerical duties related to the issuance of regular and supplemental payrolls. Compiles and maintains personnel records and carries out policies relating to all phases of human resource activity. Utilizes independent judgment and problem-solving skills in relation to assigned areas of responsibility.

#### **PRIMARY RESPONSIBILITIES:**

- Assists with compiling payroll data for processing including all payroll deductions, garnishments, 401(k), retirement, FSA, direct deposit, and taxes from time cards and other records, often against tight deadlines.
- Assists with on-going biweekly reports and calculates payments to outside companies for employee benefits (i.e. life insurance, STD, etc.).
- Works on special payroll related projects and reports.
- Keeps HR and payroll files current.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Answers HR and payroll inquiries and provides information to authorized persons.
- Prepares and maintains new hire, termination, and benefit packets.

#### **EDUCATION AND QUALIFICATIONS:**

- An undergraduate degree from a recognized college or university is required or 2 to 3 years related experience.
- Dedicated professional with unquestioned integrity, a strong work ethic, and respect for others.
- Evidence of successful leadership experience.
- Motivational leader, open to new ideas and possessing the ability to communicate internally and externally.
- Track record of developing and communicating a clear vision, and leading others toward the vision in an environment that fosters teamwork and a commitment to excellence.

#### **APPLICATION PROCEDURE:**

Internal candidates submit an Application for Position Vacancy to Ann Green-Barton. External candidates submit resume to [agreen-barton@emihealth.com](mailto:agreen-barton@emihealth.com).

***Please Note: Current employees must have completed their 6-month Probationary Period before applying.***