



Position Title	Class / Location	Reports to
Payroll Manager / HR Support Services	Admin / Home Office	Human Resources Director
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	1/August/2022

**POSITION SUMMARY**

The Payroll Manager / HR Support Services position will oversee and supervise the company’s payroll functions, ensuring pay is processed on time, accurately, and in compliance with government and state regulations. This role will also act as a support to HR and aid with and facilitate the human resource processes at all business locations.

Dedicated to The KNCC Experience; we bring our “A” game by rising to the challenge and doing the right thing. We are capable, caring, inspired and humble and focus on building a strong, vibrant future for every community we serve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

Payroll

- Oversees the daily workflow of the payroll department
- Ensures timely and accurate processing of payroll transactions
- Enters, maintains, and/or processes information in the payroll system; information may include employees’ hourly rates, salaries, commissions, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates
- Prepares and maintains accurate records and reports of payroll transactions
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices
- Facilitates or assists with audits by providing records and documentation to auditors
- Identifies and recommends updates to payroll processing software, systems, and procedures
- Extensive knowledge of the payroll function including preparation, balancing, internal control, and payroll taxes
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Confirms federal and state payroll tax deposits are completed

Human Resources

- Provides administrative support to the human resource function as needed, including record-keeping, file maintenance and HRIS entry

- Assists as needed, liaison between employees and insurance providers.
- Assists with resolution of benefits-related problems and ensures effective use of plans and positive employee relations.
- Processes employee health and welfare changes through payroll and insurance providers to ensure accurate record-keeping and proper deductions
- Performs customer service functions by answering employee requests and questions
- Completes Forms I-9, verifies I-9 documentation and maintains files
- Assists with processing of new hire and terminations
- Assists with the preparation of the performance review process
- Assists with applicant and interview process. Tracks status of candidates in HRIS and responds with follow-up letters at the end of the recruiting process
- Schedules meetings and interviews as requested by HR Director or Senior Leadership
- Performs miscellaneous clerical functions, mail, copy, scan, or email documents
- Files documents into appropriate employee files
- Prepares new-employee files

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Bachelor’s degree in accounting, Business Administration, or related field preferred
- At least two years payroll and/or human resources related experience required
- CPP credential preferred or willingness to acquire
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Excellent interpersonal and customer service skills
- Excellent organizational skills and attention to detail
- Working understanding of basic human resource principles, practices, and procedures
- Excellent time management skills with a proven ability to meet deadlines
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite or related software
- Proficient with payroll software

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. The employee is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

**NOTE**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.