

Job Title	Benefit and Payroll Administrator
Short Description	<p>The role of this position is to prepare, disburse, maintain, and review payroll, salary adjustments, payroll taxes, and year-end processing; to administer an effective benefits program as part of Alabama Credit Union's employee rewards strategy; to maintain the Human Resources Information System (HRIS) to ensure accuracy of payroll and benefits administration; and to provide ongoing employee support. In return, the person selected will get to work at one of the best companies in the world.</p>
Full Description	<p>The role of this position is to prepare, disburse, maintain, and review payroll, salary adjustments, payroll taxes, and year-end processing; to administer an effective benefits program as part of Alabama Credit Union's employee rewards strategy; to maintain the Human Resources Information System (HRIS) to ensure accuracy of payroll and benefits administration; and to provide ongoing employee support. In return, the person selected will get to work at one of the best companies in the world.</p> <p>Benefits & Payroll Administrator duties include administering all payroll processing, payroll tax filing, and benefit programs (including medical, vision, dental, group life, and long-term disability insurance, flexible spending account, and paid leave). This role is responsible for the oversight and preparation of time and attendance records for payroll input, and maintenance of timekeeping records; maintenance of benefits records, and documents necessary for implementing benefit coverage; and maintenance and distribution of plan documents and employee communications relating to benefits. This role also conducts other HR functions such as administering leave time, maintaining performance management tools, training managers and employees on applicable software and interviewing, etc., and serves as a backup to other functions within the HR Department.</p> <p>A key responsibility will be to assure compliance with all legal requirements of various payroll and employee benefit programs (ERISA, COBRA, HIPAA/HITECH, FMLA, IRS Code Section 125, FLSA, etc.) and preparing and filing required legal reports, including ensuring that quarter-end and year-end tax deadlines and procedures are followed timely and accurately.</p> <p>This position also is responsible for administration of the company's 401(k) plan, and serves as the primary point of contact for this plan for employees. Other functions include completing yearly nondiscrimination testing for 401(k) and Section 125 plans, providing information to 401(k) auditors; producing, reconciling, and uploading payroll contributions files to provider according to applicable laws; maintaining records of 401k advisory committee meetings; and scheduling quarterly monitoring review educational meetings with employees.</p> <p>Other job related duties include general administrative tasks such as scanning, filing, coordinating with training efforts, scheduling, etc.</p>

Qualifications

Bachelor's degree in Human Resources, Accounting, or a related field is required. Three to five years experience in HR is required, with preference given to those who have experience in end-to-end payroll processing. PHR/SHRM-CP is preferred. Experience with and proficiency in UltiPro Core/Time Management is strongly preferred. Accounting background is also a plus. Thorough knowledge and understanding of payroll- and benefits-related laws and requirements, including but not limited to ERISA, COBRA, HIPAA/HITECH, PPACA, FMLA, FLSA, Internal Revenue Code Section 125, and payroll tax laws are required.

Strong attention to detail; excellent oral and written communication skills; and great organizational skills are necessary for success in this position. Successful incumbents will maintain proficiency in the use of a personal computer to include MS Word, Excel, PowerPoint, and ability to use web and web-based applications, and keyboarding of 30 wpm or greater.

Other requirements are the occasional ability to travel independently overnight (3%); professional presentation and the ability to maintain a calm demeanor under potentially stressful circumstances; public speaking skills (typically for internal communications and training); the ability and willingness to work overtime at peak times of year (Open Enrollment, etc.), self-motivation; eagerness to learn new information in a fast-paced environment, and adaptability to apply new information as appropriate.

If it is not easy for you to work with a high level of detail orientation, if you can't work with deadlines, or if you don't like helping people ensure that their benefits are as they need to be during life changes, this is not the position for you. However, if you believe in- and can talk to others about- the value of benefits at Alabama Credit Union and want your team members to have the best benefits package around, this may be the perfect opportunity for you to feel good about your career!

To apply for the Benefits & Payroll Administrator position:

Interested candidates may apply online no later than June 21, 2022 at the Alabama Credit Union Careers page:
www.alabamacu.com/Careers

Education	Bachelors Degree in Human Resources or Accounting or related degree required.
Additional Comments	
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Fax

Expiration Date 06/21/2022