
POSITION TITLE: Human Resource - Payroll Specialist

POSITION OBJECTIVE

To support Big Bend Community Based Care with the payroll and human resource processes.

ESSENTIAL FUNCTIONS

Provide direct support to the HR Accounting Specialist Supervisor for payroll and human resource functions. Position requires judgment and knowledge of payroll and human resource functions.

- Processes payroll utilizing resources provided by BBCBC 3rd party payroll leasing service, including calculating timesheets and verifying leave accruals as well as inputting data for semi-monthly payroll processing.
- Distribution of checks and reports.
- Maintain employee and payroll data; including processing paperwork for new hires, personnel changes, personnel terminations and other employee/payroll data.
- Maintain accurate and complete payroll and personnel files and records.
- Conduct BBCBC's recruiting and selection process, including conducting background and reference checks and processing new hire paperwork.
- Compile and maintain records for use in the employee benefits administration.
- Coordinate benefit enrollment for staff and the annual open enrollment process.
- Coordinate employee performance evaluation process with supervisors.
- Coordinate/conduct employee exit interviews as needed.

This list of essential functions is not intended to be exhaustive. Big Bend Community Based Care reserves the right to revise this job description as needed to comply with actual job requirements.

PERFORMANCE MEASURES

Performance Measure	Target	Report Period
BBCBC Semi-monthly payroll processed to ensure employees are paid timely		Semi-monthly
BBCBC maintain employee filing system to be in compliance with DCF Requirements		Annually

MINIMUM QUALIFICATIONS

Required

- High School diploma or GED equivalent
- One year knowledge of working with accounting software
- Two years' experience in a payroll department
- Proficiency in word processing and spreadsheet software

Preferred

- Previous experience with automated payroll/HR systems
- Associate degree in Business, Accounting or related field

Skills

- Ability to work independently and set priorities
- Ability to maintain confidentiality of sensitive data
- Strong interpersonal and customer service skills
- Time Management and organizational skills
- Ability to speak, read and write English at the college level
- Ability to work in a multitask environment
- Strong analytical and problem solving skills
- Strong written and verbal communication skills
- Time management and organizational skills

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without a reasonable accommodation.

Name (Print)

Supervisor's Name (Print)

Employee's Signature

Supervisor's Signature

Date

Date