



**JOB TITLE:** Payroll and Benefits Coordinator  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Senior HR Specialist  
**JOB LOCATION:** Denton, TX

**LAST REVISION DATE:** 01/2021  
**JOB TYPE:** Regular Full-Time  
**PAY TYPE:** Exempt  
**HOURS:** Standard schedule, with nights and weekends as needed

### **JOB SUMMARY**

Working under the direction of the North Texas Mobility Corporation (NTMC)'s Senior HR Specialist and closely with the Denton County Transportation Authority (DCTA) Human Resources team, the Payroll and Benefits Coordinator provides support, guidance, and is responsible for performing professional assignments and tasks in the administration of NTMC's payroll process and benefits programs.

### **JOB FUNCTIONS**

***These duties are a general representation of the position; assignments may vary***

- Responsible for preparing, verifying, and processing full-cycle bi-weekly payrolls in a timely manner, including any set-up, testing, and troubleshooting and maintaining controls for the payroll system; includes paycheck production, accurate reporting, and state and federal compliance.
- Responsible for the payroll process and HRIS system including but limited to, data maintenance, input of time, calculation of pay, pay adjustments, deduction reconciliation, and final review of pay for accuracy.
- Assists with the preparation of reports, proposals and other presentation materials; provides internal and external payroll reports to facilitate management and departmental control; and prepares the compensation and benefit financial projections of employees for budgetary staffing purposes.
- Coordinates with DCTA's Accounting team and ensures that all payroll transactions are appropriately recorded.
- Monitors and maintains all employee earnings records and taxes paid.
- Reconciles and reports earnings, taxes, and pensions to federal and state agencies.
- Reviews, reconciles, and distributes W-2s.
- Manages, monitors and prepares all supplemental payments (i.e., child support, 401k, union dues, etc.)
- Conducts data entry into spreadsheets, internal agency management system, and Kronos payroll tracking system.
- Coordinates with the Senior HR Specialist on necessary items, including but not limited to leave of absences, disability, workers' compensation, new hires, terminations, etc. as it pertains to benefits and payroll.
- Acts as a liaison between NTMC and DCTA for payroll and benefits reporting.
- Researches and resolves payroll and benefit account discrepancies and reconciles and prepares payment for monthly insurance and benefits invoices.
- Responsible for full-cycle benefit administration in compliance with state and federal laws, including but not limited to selection, contract management, implementation, communication with employees, generating materials such as enrollment guides, election forms, personalized confirmation sheets, enrollment/change forms, etc. and ensuring that all documents are accounted for and any enrollments are completed in a timely manner.
- Ensures that all benefits are accurately entered/updated within the benefit vendor portals.
- Assists in processing necessary paperwork for submission to carrier and assists employees/dependents in the completion of various benefit forms.



- Owns the full-cycle annual Open Enrollment process. Updates and revises NTMC Benefits Program guide annually and conducts various benefit program information and enrollment sessions for employees, including Open Enrollment presentations.
- Responsible for ensuring that both fiscal and calendar year-end procedures are completed in an accurate and timely manner.
- Acts as a liaison and subject matter expert for staff and management with regard to payroll and benefit issues and inquiries. Provides training to staff, when necessary.
- Attends and completes any training sessions or assignments as required.
- Responsible for compliance with legal and federal requirements and timely reporting related to payroll and benefits issues and proper maintenance of accompanying files.
- Performs other related tasks as assigned
- Manages, communicates, and administers needs for all FMLA/administrative/short-term disability/long-term disability leave, and maintains compliance for legal and federal requirements; while upholding strict confidentiality in all matters.

### **REQUIREMENTS TO PERFORM WORK**

#### ***Essential Knowledge and Skills:***

- Highly motivated self-starter with ability to work independently to accomplish established agency goals.
- Ability to work as a team player with a committed positive approach to working through adversity.
- Ability to communicate effectively in both the written and spoken form; uses appropriate grammar, accurate spelling and punctuation when communicating through written form; communicates effectively with internal and external customers.
- Excellent organizational and time management skills, with an extreme attention to detail.
- Critical thinking skills with ability to use logic and reasoning to identify deficiencies or other concerns, ability to effectively solve problems as they arise.
- Ability to adhere to and meet deadlines.
- Accountable and delivers on commitments.
- Must excel in having excellent listening, communication, oral presentation, and writing skills to ensure accurate and effective communication of employee benefit programs.
- Working knowledge of Human Resources practices, Affordable Care Act, payroll and benefits administration procedures.
- Knowledge of IRS tax rules, with regard to payroll laws and processes.
- Ability to interact with others in a thoughtful and helping manner.
- Excellent problem-solving skills, with the ability to increase efficiencies in processes.
- Intermediate knowledge of Microsoft Office Products including Outlook, Word and Excel preferred; basic working knowledge of Power Point preferred.

#### **EDUCATION AND EXPERIENCE:**

- Bachelor's Degree in business administration, human resource management, or related field from an accredited college or university preferred.
- Minimum 2-3 years' experience in payroll processing and employee benefits administration required.
- Experience with Kronos payroll system preferred.



- Experience and knowledgeable with Human Resources functions a plus.
- Commitment to continuous learning.

**COMPETENCIES:**

*The ideal candidate will possess the following attributes:*

- Safety Acumen
- Self-Leadership
- Customer Service
- Communication
- Critical Thinking
- Trust
- Responsible
- Ethical
- Accountability

**PHYSICAL REQUIREMENTS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- Prolonged periods sitting at a desk and working on a computer.
- Ability to lift 25 pounds
- Repeated use of sight to read documents and computer screens
- Repeated use of hearing and speech to communicate on telephone and in person
- Repetitive hand movements, such as keyboarding, writing, 10-key
- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires kneeling, stooping, crouching, standing, walking, reaching with hands and arms, lifting, pushing and pulling

**WORK ENVIRONMENT:**

- The noise level in the work environment is usually moderate.
- Works generally indoors in a climate-controlled office setting

**BENEFITS**

- Medical: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- Dental / Vision: 100% Employer Paid for Employees / 50% Employer Paid for Dependents
- STD, LTD, Basic Life & AD&D
- 401K
- Additional voluntary benefits offered during enrollment