

**JOB TITLE:** Payroll and Benefits Specialist      **LAST REVISION DATE:** 08/2019  
**DEPARTMENT:** Human Resources      **JOB TYPE:** Regular Full-Time  
**REPORTS TO:** General Manager      **PAY TYPE:** Exempt  
**JOB LOCATION:** Denton, Texas      **HOURS:** Standard day schedule, with nights, weekends, and holidays, when necessary

**PAY RANGE:** DOQ (\$45,760.00 - \$50,000.00 annually)

### **JOB SUMMARY**

Working closely with the North Texas Mobility Corporation (NTMC)'s HR Generalist/Recruiter and the Denton County Transportation Authority (DCTA) Human Resources (HR) team, the Payroll and Benefits Specialist 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 representative sample; 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 in the payroll system and maintaining controls for the payroll system, includes paycheck production, state and federal reporting
- Responsible for the payroll system and process including new hire set-up and data maintenance including but not limited to the input of time, calculation of pay, pay adjustments, deduction reconciliation, and final review of the checks 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 Accounting 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 HR Generalist/Recruiter 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
- Assists in processing necessary paperwork for submission to carrier, and assists employees/dependents in the completion of various benefit forms
- 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
- Reports to the General Manager of NTMC; and works closely with the HR Generalist/Recruiter
- 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 needed

## **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
- 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
- Excellent listening, communication, oral presentation, and writing skills
- 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

***Physical Requirements:***

- 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
- Walking, bending, sitting, reaching and stretching in all directions

***Education and Experience:***

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

***The ideal candidate will:***

- Possess a positive attitude, and practices good judgement, while open to receiving/providing feedback
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and for the co-workers he/she interacts with. Interested in partaking in group development and team building activities
- Be open to collaborate and work in a team-oriented and helping environment
- Possess an influential and welcoming communication style
- Foster a culture that values critical thinking and problem solving; and encourages constructive feedback, engagement, inclusion, and diversity at all levels