



Reports to: Manager, HR Excellence

Department: Human Resources

Classification: Non-Exempt/Exempt

Effective Date: March 1, 2023

Job Summary

The HR & Payroll Specialist is responsible for day-to-day payroll and HR administration. This position will work closely with the Human Resources team and in addition to the HR Team, will provide exceptional service to KTI customers (its employees) and interact with vendors and service providers.

Essential Functions

- Enters, maintains, and/or processes information in the payroll system; information may include employee's hourly rates, salaries, 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, and other deductions.
- Maintains all payroll information related to the calculation, withholding and remittance of federal, state, and local payroll taxes; enters data, updates information, and prepares reports as needed.
- Reconciles payroll to the general ledger and monthly bank statements.
- Ensures proper new hire set-up in HRIS.
- Prepares employee communications related to employee payroll and benefit administration.
- Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Administers time and attendance systems and leaves of absence requests.
- Audits HR, payroll, benefit, and worker's compensation data for accuracy. Identifies and troubleshoots issues.
- Creates and maintains confidential and accurate employee and payroll files.
- Runs ad hoc reports, creates/files reports as needed.
- Administers all employee benefits including medical, dental, vision, Section 125 plans, 401(k), life and disability plans, workers compensation and COBRA, including handling plan renewals, reporting and communication.
- Ensures consistent application of benefit policies, procedures and guidelines, compliance and reporting with all federal and state laws and regulatory requirements including FMLA, workers' compensation, HIPAA, ADA, ACA.
- Coordinates and conducts employee onboarding and educates employees on benefits and enrollment provisions.
- Reconciles benefit invoices.
- Processes all employee benefit plans including administering new hire enrollments and benefit changes, including terminations on HRIS and various benefits platforms.
- Supports the talent acquisition process including posting roles and facilitating the interview process.
- Other duties as assigned.



Job Qualifications

- Bachelor's degree or equivalent combination of education and experience
- 2 years of payroll and HR administration experience
- HRIS experience; ADP compensation and benefits experience preferred
- Uncompromising ethics and confidentiality required
- Excellent verbal and written communication skills
- Strong math and problem-solving skills
- Meticulous and precise attention to detail
- Customer service attitude
- Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership