



## Senior Payroll & Benefits Specialist

Reports to: Manager, HR Excellence

Department: Human Resources

Classification: Exempt

Effective Date: August 16, 2024

---

### **Job Summary**

The Senior Payroll & Benefits Specialist is responsible for leading payroll and benefit administration. This position will work closely with the HR Manager and, as part of the HR Team, will provide exceptional service to KTI customers (its employees) and build strong working relationships with vendors and service providers.

### **Essential Functions**

- Process multi-state biweekly payroll timely, accurately, and in compliance with local, State, and Federal regulations.
- Process all applicable payroll deductions, garnishments, earnings, and accruals. Audit and verify.
- Prepare, and verify compliance and submission of applicable tax documents.
- Prepare reports to support finance general ledger as it relates to payroll and benefits.
- Research discrepancies of payroll information and/or documentation as needed.
- Ensure HRIS system is updated and audited on a regular basis. Reconciliation of HRIS elections, paystubs and carrier invoices.
- Prepare employee communications related to employee payroll and benefit administration.
- Conduct benefit audits, analysis, and reconciliation.
- Lead and facilitate required benefit tax filing and reporting activities.
- Administer time keeping records systems and leave of absence requests.
- Create and maintain confidential and accurate employee and payroll files.
- Run ad hoc reports, creates/files reports as needed.
- Manage annual benefits open enrollment process.
- Lead and facilitate benefit administration for 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.
- Ensure consistent application of benefit plans. Follow procedures, and guidelines and reporting to comply with all federal and state laws and regulatory requirements including FMLA, workers' compensation, HIPAA, ADA, ACA, etc.
- Coordinate and conduct employee onboarding and educate employees on benefits and enrollment provisions.
- Process all employee benefit plans including administering new hire enrollments and benefit changes, including terminations in HRIS and various benefit platforms.
- Support HR Manager with additional HR projects as needed.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge of U.S. state and federal wage and labor laws (EEOC, compensation FLMA, etc.), regulations, rules, policies, and procedures required.

- 
- Must have excellent interpersonal and communication skills and be focused on continuously improving the employee experience.
  - Demonstrate strong accountability by consistently prioritizing tasks effectively to meet deadlines and achieve key objectives.
  - Possess strong proficiency in Microsoft Excel including creation of spreadsheets and tables to perform data analysis, gain insight and support decision making.
  - Exceptionally friendly, enthusiastic, and optimistic about working with a growing organization.
  - Incredible attention to details – valuing accuracy over speed but can do both.
  - Proactively identify process inefficiencies and implements improvements to increase productivity and accuracy.
  - Identify issues and risks, link them to the bigger picture and take corrective actions to ensure alignment with company goals and/or policies.
  - Able to gracefully multitask, meet deadlines and provide continuous curiosity on how you can contribute more.
  - Problem solving skills.
  - Self-directed and agile in completing tasks accurately and on time.
  - Ability to exercise discretion, and proactively communicate.

### **Job Qualifications**

- Associate degree or equivalent years of experience.
- 5 years' experience of leading payroll and benefits administration and processes.
- HRIS experience is required, preferably UKG.
- Uncompromising ethics and confidentiality required.
- Embrace and foster company values of Integrity, Excellence, People Chemistry, Golden Rule, Courage, and Servant-Leadership.