



# Job Description

## Payroll / Benefits Manager (BDUS, BDLA, PMSI, Agricon)

**Date Posted:** May 2019

**Supervised By:** Chief Financial Officer

**Location:** Holland, Michigan

**Travel:** 10%

### Duties & Responsibilities:

- Processing of weekly and monthly payroll and associated reports.
- Processing of monthly Commissions.
- Maintenance of time clock and attendance system.
- Maintenance and recording of paid time off system.
- Processing payments and assist in maintenance and reporting of 401K benefit plan.
- Process documentation for 5500 – 401K benefit plan.
- Conduct annual company open enrollment for Insurances in conjunction with Human Resources.
- Maintain company Life/Disability insurance plan.
- Reporting of Workers Compensation Claims in conjunction with Human Resources.
- Maintain company Health (self-funded), Flex Spending, HRA, HSA benefit plans.
- Maintain Germany personnel spreadsheet.
- Maintain Company Cost Centers, including allocation of medical and life insurances invoices.
- Responsible for the training of new enrollments, current employees, and Managers on the payroll process and timekeeping system.
- Responsible for new hires orientation concerning insurance benefits.
- Be an excellent teammate and work with limited supervision.
- Maintain precise, organized files.
- Organize daily work, prioritize work time and effectively manage deadlines.
- Create a professional, positive atmosphere for employees and effectively and promptly communicate with employees and different levels of management within the company.
- Partnership with Human Resources for policies, procedures, creation and implementation of benefits, special projects and other duties needed.
- Assist CFO negotiating employee renewal insurances (Medical, Life, 401K, etc).

### Qualifications:

- Accounting or Business Degree preferred.
- Detail orientated.
- 5 years of minimum payroll experience, including payroll systems (Exponent, ADP, Ceridian, etc).
- Experience with Time Keeping Systems (Kronos, eTime, SimplyWorks, etc).
- Negotiation skills with Insurance carriers and brokers.
- 2-5 years' experience Health (self-funded), Flex Spending, HRA, HSA benefit plans.
- High ability to solve problems.
- Must be able to keep company information confidential.
- Ability to multi-task several priorities at one time.
- Familiarity with benefits programs and varied compensation calculations.
- Excellent computer skills in MS Excel and Word.
- Good written and oral communication skills.
- Be able to travel 10%.