

# Christian Health Care Center

## JOB DESCRIPTION

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<b>TITLE:</b>	<b>HR/Payroll Specialist</b>
<b>REPORTS TO:</b>	<b>Executive Director Administrator</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt, Hourly</b>

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**JOB SUMMARY:** This position is the primary payroll support for the Human Resource Department including preparing payroll and processing employee insurance / benefit information. Also assists in various Human Resource duties.

### **ESSENTIAL JOB FUNCTIONS:**

1. Communicates and works smoothly with residents, families, supervisors, and co-workers.
2. Respects and abides by Resident Rights.
3. Maintains confidentiality in all things relating to staff and residents.
4. Works alongside employees to promote a team effort and maintain the highest quality resident service.
5. Good attendance is an essential requirement of this position.
6. Processes time clock information in a timely, accurate manner for payroll processing.
7. Maintains payroll reports and answers employee payroll questions. Resolves payroll concerns.
8. Prepares accurate and timely bi-weekly payroll.
9. Prepares, submits and audits quarterly Payroll Based Journal (PBJ) reports as required by CMS.
10. Provides and obtains benefit information for employees. Responsible for annual open enrollment of employee benefit programs.
11. Enters and maintains personnel, payroll, and benefits data in computer system.
12. Processes insurance information for Health, Dental, Life, Disability, FSA and 403(b) enrollees/terminations. Also coordinates COBRA administration.
13. Enters and maintains personnel information and benefits data in computer system.
14. Assists in assuring compliance with relevant state and federal employment laws and regulations through research and consultation with legal counsel.
15. Assigns new employee onboarding assignments and conducts new employee onboarding meetings.
16. Prepares and distributes employee performance evaluation forms for supervisors.
17. Performs filing duties and assists with the maintenance and auditing of employee personnel, benefit and payroll files. Assist with periodic auditing of employee licensing to ensure current licensing status.
18. Conducts annual and new employee background checks in accordance with facility's established procedures.
19. Assists in obtaining and processing documentation on licensure, work eligibility documentation, and other new hire paperwork.
20. Oversee TB testing of employees and maintains necessary records in accordance with State and Federal Regulations.
21. Assists remote HR Generalist employee with clerical work and interviews.
22. Cross-trains with HR Generalist to ensure business continuity during vacations, leaves of absence, etc.

### **OTHER JOB FUNCTIONS:**

23. Provides various payroll information to management team and assists in the development of payroll-related reports as requested.

24. Provides assistance in the attainment of department objectives by performing special projects and studies as requested.
25. May assist in the organization of company-sponsored events, activities, and functions.
26. Attends staff meetings and training as requested. Performs other duties and projects as assigned.
27. Participates in continuing education and community activities to maintain and strengthen current skills and expertise in assigned area.
28. Functions as a resource for employees to address Human Resource questions.
29. Establishes a culture of compliance by adhering to all facility policies and procedures. Complies with standards of business conduct, and state/federal regulations and guidelines.
30. Reports noncompliance with policies, procedures, regulations, or breaches in confidentiality to appropriate personnel. Reports any retaliation or discrimination to Executive Director Administrator and facility Compliance Officer.
31. Agreement to abide by all standards, policies, and procedures of the facility, including the facility's compliance and ethics program, is a condition of employment. Compliance will be a factor in evaluating job performance. Violations, including failure to report violations, will result in disciplinary action, up to and including termination.

### **WORKING CONDITIONS AND EQUIPMENT USED:**

Work is performed in a fast-paced office environment with frequent interruptions. Work is balanced between providing professional human resources and payroll services with providing caring support to the employees, management team, and residents. Incumbent must be able to effectively utilize computers and related software, computer printers, adding machine, photocopier, telephone system (multiple line), and fax. May be required to wear a respirator.

### **QUALIFICATIONS:**

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

- Working knowledge of various payroll practices.
- Experience in administration of benefits and other HR programs.
- Accurate data entry and word processing skills.
- Excellent organizational skills
- Detail-oriented and strong mathematical skills.
- Proficient with various computer software including Microsoft Word and Excel.
- Excellent written and verbal communication skills.
- Able to maintain strict confidentiality with sensitive employee information.
- Work effectively with employees at all levels of the organization, outside agencies, and with the general public.
- Able to answer routine payroll questions and solve payroll issues.
- Physical ability to perform the essential job functions including, but not limited to, sitting, traveling, communicating (verbal and written), and computer keyboard manipulation. The employee is occasionally required to reach with hands and arms, stoop, kneel and lift/move up to 15 pounds.

#### **Education and Experience:**

- High school diploma or equivalent is **required**.
- A minimum of three years of payroll or human resources experience is **required**.  
Experience and responsibility for recruitment and selection, employee relations, policy writing, benefits administration, compensation administration, and worker's compensation administration is **preferred**.
- Certified SHRM Professional in Human Resources (SHRM-CP) **preferred**.
- Experience in a health care setting **preferred**.

## **GENERAL PHYSICAL REQUIREMENTS**

**Strength:** Lifting and carrying general office supplies and files; typically weighing less than 20 pounds.

**Manual Dexterity:** Ability to consistently perform simple motor and manipulative skills such as standing, walking, etc., and moderately difficult manipulative skills such as typing and word processing.

**Mobility:** Ability to sit for long periods of time; move throughout the office setting; ability to reach above shoulders, bend or kneel to retrieve information.

**Visual Discrimination:** Ability to consistently identify objects and persons at a distance; read fine print on applications and other HR forms.

**Hearing:** Ability to consistently distinguish normal sounds with some background noise; multiple sounds in a stimulated environment; and verbal language and tones on the telephone.

**Speech:** Ability to speak clearly and make self understood in a one-on-one basis with clinic residents and in a variety of formal and informal group settings.

*The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Furthermore, they do not establish a contract for employment nor do they alter the at-will nature of the party's employment relationship. The employer retains the discretion to change and alter this description at its discretion.*