

**POSITION ANNOUNCEMENT**

**POSITION TITLE:** Payroll and Benefits Specialist

**STATUS:** Full-Time

**CLASSIFICATION:** Hourly

**PROGRAM:** Administration – Akron, Ohio

**POSITION**

**RESPONSIBILITIES:** Responsible for payroll administration, daily activities of employee-related matters that process through the payroll department, and all pay-related matters (excluding tax returns). Responsible for performing benefits, clerical, and other general accounting duties in the Accounting Department.

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**Essential functions of this job include, but are not limited to:**

Maintains and updates time clock functions including schedule changes, adding/removing employees, pulling time clock information to Payroll PC, restricting hours, etc.

Maintains payroll reports and ensures their security with respect to confidentiality.

Prepares payroll entry from payroll report and accurately enters data into the accounting package.

Processes accurate employee mileage reimbursement checks.

Maintains an accurate Billet List by making changes/adjustments on a biweekly basis. Distributes to supervisors biweekly.

Maintains an accurate Accrual List and disseminates to supervisors biweekly.

Verifies change forms that are processed through the Human Resources department.

Effectively coordinates with Human Resources Specialist regarding payroll and benefits issues.

Runs various benefits reports out of Report Smith for Accounting staff.

Provides assistance to employees regarding payroll-related matters (e.g., missed punches, paid time off balances, payroll verification forms, garnishment forms, etc.).

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Handles employment verifications, both verbal and written, in a timely manner. Refers all reference check calls and/or written reference requests to the Human Resources Specialist in a timely manner.

Maintains confidentiality of all payroll-related information and records, (e.g., garnishments, bankruptcy, child support, etc.)

Maintains accurate and confidential payroll file for each employee. Files paperwork accurately and in a timely manner.

Records changes/adjustments affecting net wages including, but not limited to: exemptions, insurance coverage, garnishments, tuition reimbursement, and shortages for each employee to update master payroll records.

Records data concerning transfer of employees between department (e.g., department changes for grants management) and forwards this information to his/her supervisor.

Provides accurate census reports, as necessary, to insurance agent for quote purposes.

Assists employees with filing for benefits. Verifies information on forms submitted by employees. Records enrollment into database. Mails/faxes applications to insurance company in a timely manner.

Answers basic benefits questions for employees in a timely manner. Refers issues to third party administrator as needed.

Accurately maintains benefits portion of Human Resources Information System (HRIS). Inputs information into database and coordinates deduction issues with Payroll Assistant.

Terminates employees' benefits coverage in accordance with contract requirements.

Administers tuition reimbursement program according to Agency policy. Handles monetary obligations in a timely manner.

Coordinates Consolidated Omnibus Budget Reconciliation Act (COBRA) issues with Agency Third Party Administrator (TPA). Stays current regarding COBRA guidelines/regulations/laws.

Follows Health Insurance Portability and Accountability Act (HIPAA) requirements in accordance with federal guidelines. Stays current regarding HIPAA guidelines/regulations/laws.

Maintains confidential, accurate medical files for all employees.

Sends benefit highlights, benefits changes, EAP handouts, FSA updates, and other benefits material to appropriate supervisors for distribution.

Prepares a written review of benefits for Executive Staff on an annual basis in accordance with ACA requirements.

Processes Long Term Disability claims as necessary.

Coordinates with Human Resources Assistant to maintain an adequate supply of benefit material and benefit packets.

Verifies that all eligible employees are enrolled in or have waived the health insurance plan.

Updates benefit materials and academy presentation as necessary. Attends first day of Training Academy for payroll and benefits presentation as scheduled and/or arranges for a substitute presenter.

Coordinates with MIS Services Supervisor to keep intra-net information current.

Processes insurance invoices for payment and reconciles insurance bills to ensure insurance billing amounts are correct.

Accurately enters reconciliation money amount breakouts into the Accounting System Database for processing.

Conducts payroll training class for supervisors once per Staff Development Course Workbook (two times a year minimum).

### **COMMUNICATION AND INTERPERSONAL SKILLS**

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees as outlined in Agency Code of Ethics and other policies.

Expresses empathy regarding client situations as appropriate.

Recognizes prosocial thinking and behaviors. Reinforces clients' prosocial thinking and behaviors within program guidelines.

Recognizes antisocial thinking and behaviors and attempts to extinguish them in a non-threatening manner.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

## **MODELING SKILLS**

Speaks positively about the program, staff, and the Agency.

Speaks positively about programming, law enforcement, courts, and the law in general.

Verbalizes prosocial thinking. Displays prosocial behavior.  
Demonstrates respect toward employees and clients.

## **OTHER**

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Obtains required training hours on an annual basis.

Attends staff meetings and required training sessions.

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Regular work schedule of 40 hours per week.

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## **STRENGTH RATING/**

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK**

**ENVIRONMENT:** While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

**QUALIFICATIONS:** High School diploma or equivalent required. Bachelor's degree preferred. One to three years experience in accounting/payroll required. Knowledge of Excel and or payroll processing software programs. Must possess strong organizational skills and be detailed-oriented. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area,

circumference, and volume. Ability to apply concepts of basic algebra and geometry. Must have the ability to work effectively with Agency employees and outside contacts.

**STARTING RATE:** \$17.00 (May consider employees currently at a higher rate based on their job performance and experience).

**CONTACT:** Julie Fergusson, Recruitment Coordinator  
**Employees of Oriana, House, Inc.**, should submit a letter of interest to [JulieKFergusson@orianahouse.org](mailto:JulieKFergusson@orianahouse.org) Please refer to the Operations Manual (Recruitment Procedures and Position Announcements, 3003) regarding the complete requirements for letters of interest. Please be aware, if the employee does not meet the requirements, a supervisor may choose not to interview him/her.

**Outside Applicants can:**

1. E-mail a resume to [JulieKFergusson@orianahouse.org](mailto:JulieKFergusson@orianahouse.org) OR
2. Fax a resume to: (330) 996-2233, attention Human Resources Department; OR
3. Complete a job application at 885 East Buchtel Avenue, Akron, OH 44305 (Monday through Friday, 8:00 AM to 4:30 PM)

**DEADLINE:** Thursday, October 25, 2012, 5:00 PM

*Oriana House Inc., is an Equal Employment Opportunity Employer and a Drug-free Workplace*