

**Position:** Payroll & Benefits Supervisor

**Work Area:** Human Resources

**Job Summary:**

The overall purpose of this position is to oversee benefits program administration and payroll processing in compliance with government regulations, provide support to all staff in all areas of benefits, payroll and salary administration.

**JOB DESCRIPTION**

**Essential Functions:**

- Oversees and administer all employee benefit programs.
- Consults with brokers of benefit plans regarding benefit policies.
- Reviews monthly benefit premiums and invoices for accuracy and reconciles any discrepancies.
- Coordinates and conducts benefit open enrollment
- Prepares annual benefit analysis and employee census data including vendors.
- Oversees and assists with processing payroll for exempt and nonexempt employees.
- Maintains monthly account reconciliations relating to payroll and benefits balance sheet accounts.
- Supervises Benefits Administrator and HR Generalist, including functions of ensuring pay is processed timely and accurately, and responding to employee benefits and payroll questions.
- Ensures compliance with regulations governing benefits, pay, FMLA, Disability claims, and personal leave policies.
- Administers employee termination process including conducting exit interviews, assisting and/or completing separation forms and administering final pay.
- Other duties as assigned

**Education/Experience Requirements:**

- Bachelor's Degree in Human Resources or related business degree preferred.
- Minimum 8 years direct benefits experience. Salesforce platform experience preferred. HRIS experience and knowledge in reporting and tracking required.
- SHRM or HRCI certification required.

**Special Skills & Knowledge Requirements:**

- Ability to interpret and administer benefit plans and to comply with benefit and payroll related state and federal laws and regulations.
- Strong analytical, logical reasoning, problem solving, HR compliance and project management skills required.
- Must have excellent communication, interpersonal, and group presentation skills.
- Proficiency with Microsoft Office (Word, Excel).. Must exercise good independent judgement and be able to prioritize and handle multiple tasks and projects concurrently.

**APPLICATION INSTRUCTIONS**

Send resume and letter of interest to Lois E. McFarland- [mcfarlandl@churchhealth.org](mailto:mcfarlandl@churchhealth.org)

Enter "Payroll & Benefits Supervisor" in the email subject line.

**NOTE: Employment process includes a background screening; NO phone calls during application process.**