

JOB DESCRIPTION

Job Description Number: BT-US-JD-0026 Rev. 0

Issue Date: May 16, 2019

Written By: Allen Fournier

Approved By: Esco Benton III

HUMAN RESOURCES/PAYROLL SPECIALIST**1.0 POSITION DETAILS**

Job Title: Human Resources/Payroll Specialist **Contract Type:** Full-Time, Regular (40+)
Reports To: Corporate General Manager **Location:** Houma, LA
Pay Type: Salary

2.0 POSITION SUMMARY

The HR/Payroll Specialist is responsible for maintaining and enhancing the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Additional responsibilities include accountability for collecting timekeeping information, incorporating a variety of deductions into a periodic payroll, and issuing pay and pay-related information to employees.

3.0 POSITION DETAILS & RESPONSIBILITIES

- 3.1** Maintains the work structure by updating job requirements and job descriptions for all positions.
- 3.2** Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.
- 3.3** Ensures planning, monitoring, and appraisal of employee work results by training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.
- 3.4** Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- 3.5** Conducting and analyzing exit interviews.
- 3.6** Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- 3.7** Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.
- 3.8** Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.
- 3.9** Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- 3.10** Assist the CEO with customer bids, master service agreements, certificates of insurance, and insurance claims.
- 3.11** Maintains payroll information by collecting, calculating, and entering data.
- 3.12** Updates payroll records by entering changes in exemptions, insurance coverage, savings deductions, and job title and department/division transfers.
- 3.13** Prepares reports by compiling summaries of earnings, taxes, deductions, leave, disability, and nontaxable wages.
- 3.14** Determines payroll liabilities by calculating employee federal and state income and social security taxes and employer's social security, unemployment, and workers compensation payments.
- 3.15** Resolves payroll discrepancies by collecting and analyzing information.
- 3.16** Provides payroll information by answering questions and requests.
- 3.17** Maintains payroll operations by following policies and procedures; reporting needed changes.
- 3.18** Maintains employee confidence and protects payroll operations by keeping information confidential.
- 3.19** Utilize Intuit Payroll software to process employee checks.
- 3.20** Utilize Intuit Quickbooks software to assist with invoicing.
- 3.21** Contributes to team effort by accomplishing related results as needed.
- 3.22** Completes additional responsibilities as directed by the Corporate General Manager.

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- 4.1 3+ years relatable experience preferred.
- 4.2 Bachelor's degree in human resources and accounting or related field and/or equivalent experience preferred.
- 4.3 High school diploma/GED required.

5.0 SKILLS AND KNOWLEDGE

- 5.1 Proficient in English
- 5.2 Ability to manage time efficiently
- 5.3 High level of written and communication skills
- 5.4 Confidentiality
- 5.5 Data Entry
- 5.6 Thoroughness and attention to detail
- 5.7 Great organizational skills
- 5.8 Problem solving
- 5.9 Ability to multitask
- 5.10 General mathematical skills
- 5.11 Proficient in keyboarding
- 5.12 Proficient knowledge of Microsoft Office Suite
- 5.13 Familiar with payroll and financial software
- 5.14 HR Management
- 5.15 Benefits administration
- 5.16 Compensation and wage structure
- 5.17 Employment laws

6.0 PHYSICAL DEMAND

- 6.1 Ability to sit and complete office related work
- 6.2 Ability to lift and carry up to 25 lbs.
- 6.3 Ability to stand, walk, bend, squat and climb

7.0 WORK ENVIRONMENT

- 7.1 Indoor office
- 7.2 Controlled climate
- 7.3 Minimal exposure to outdoor elements and noise

8.0 HEARING AND VISUAL REQUIREMENTS

- 8.1 Average hearing abilities
- 8.2 20/20 vision
- 8.3 Peripheral vision
- 8.4 Depth perception

Employee:		Signature:		Date:	
Authorized By:		Signature:		Date:	