

Koker Goodwin & Associates
Structured Compensation - Job Description
Payroll & Benefits Administrator

Prepared on: 6/3/2008

Page 1

Department:	Human Resources	Grade:	6
Reports To:	Human Resources Manager	Classification:	Non-Exempt
Supervises:	Direct: 0 Indirect: 0		
Approved By:		Effective Date:	4/26/2005
		Revised Date:	3/5/2008

Role:

To prepare, disburse, maintain, and review payroll, salary adjustments, payroll taxes, and year-end processing; and maintain the human resources database to encompass salary and benefit information.

Major Duties and Responsibilities:

(E) Essential or
(N) Nonessential

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|-----|--|---|
| 30% | Maintains the human resources database to include payroll and benefit information; processes payroll and audits payroll reports to ensure accuracy for salary increases, benefit and payroll deductions, and payroll adjustments; responsible for quarter-end and year-end tax deadlines and procedures. | E |
| 25% | Processes monthly reports for the thrift plan, retirement, long-term disability, and life insurance benefits; updates reports to reflect new enrollments, terminations, leaves of absence, contribution, and salary changes, etc. (Reports affect benefit information for employees on a monthly basis and also determine Company contribution for the thrift plan, life insurance, long-term disability, and retirement plans.) | E |
| 20% | Processes IRS reports for testing and compliance to include thrift, retirement, education, and benefits; calculates and verifies other departmental data requirements. | E |
| 10% | Produces annual employee benefits statement as well as other database reporting requirements, which may require integration of human resources database information with Word, Excel, or Access data; assists with database operating procedures as needed. | E |
| 10% | Calculates salaries for six-month and 12-month performance reviews and incentive compensation; communicates to supervisors about performance review deadlines. | E |
| 5% | Performs other related duties as assigned. | N |

Expectations:

1. To process company payroll with 98% or greater accuracy.
2. To ensure benefits are administered with a 95% or greater accuracy rate.
3. To maintain the human resource database including payroll and benefit information with zero errors.
4. To ensure supervisors meet performance review deadlines as specified by department: calculations on performance reviews error free.

Knowledge and Skills:

Experience:	Six months to two years of payroll and benefits experience.
Education:	A high school education or GED.
Interpersonal Skills:	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (customers or vendors) requiring ordinary courtesy in providing assistance and information.

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Page 2

Other Skills:

1. Knowledge and proficient use of Microsoft computer applications to include Word, Excel, and Access; effective verbal and written communication skills; and ability to maintain confidentiality of information as appropriate.
2. Must be capable of operating all types of office equipment including computer, copy machine, fax, and telephone.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.

Employee Signature

Date

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