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| LOGO.new.JPGJob Title: Compensation and Benefits Administrator |
| Department: Corporate Administration |
| Revision Date: 11/11/2021 |

Position Overview

The Compensation and Benefits Administrator coordinates activities and reporting related to employee compensation and benefits programs. This position is responsible for various wage and tax reporting processes and employee benefits administration which require a high level of integrity and confidentiality.

Essential Job Functions

* Maintains accurate records of payroll and benefits activities in various systems.
* Completes information requests including but not limited to employment verification, child support, wage garnishment, workers compensation reporting, 401(k) reporting, benefits claims, and employee leave programs.
* Ensures accurate information in the employee benefits administration system.
* Administers the company’s 401(k) plan reporting, compiling information per pay period, and as needed for plan year reporting.
* Maintains records, reporting, and other documentation required by federal, state, and provider rules, regulations, and policies including but not limited to 401(k) reports, W2s, 1095Cs, 941s, and EEOC reports.
* Monitors accurate and timely delivery of employer contributions and employee payroll deductions to carriers, plan administrators, or other appropriate service providers.
* Monitors, records, and distributes employee payroll changes including but not limited to wage changes, position changes, and benefits changes.
* Compiles and reviews benefit billing statements to ensure accurate payment of weekly and monthly benefits invoices.
* Assists in various auditing processes by compiling data pertaining to payroll and benefits programs.

Skills

* Excellent verbal and written communication skills.
* Extensive knowledge of employee benefits and compensation.
* High level of integrity and confidentiality.
* Strong analytical and problem-solving skills.
* Excellent time management skills with a proven ability to meet deadlines.
* Proficient with Microsoft Office Suite or related software.

Education and Experience

* Bachelor’s degree in Human Resources, Business, Finance, or related required.
* Five years of experience administering compensation or benefits programs required.

\* The above list is not an all-inclusive list of duties and/or requirements.  You will be expected to perform various tasks as required.  As business objectives changes, so too may your duties.