



**JOB TITLE: Payroll Clerk & Financial Benefit Allocation Assistant**

**DATE: February 2022**

**DEPT: Finance**

**FLSA CLASSIFICATION: Non-Exempt**

**OUR MISSION:**

To improve the health and welfare of our community through inclusive and responsive health services and the sustainable renewal of an inspired, competent workforce that is privileged to serve.

**OUR VISION:**

For our Graduate Medical Education Safety-Net Consortium framework that integrates patient care delivery, workforce development and innovation to become the leading model of primary health care in America.

**OUR PASSIONATE PURPOSE:**

To demonstrate an "Achievable by All" Graduate Medical Education Safety-Net Consortium model that co-creates transformational healthcare teams of leaders who empower people, families and communities to own and optimize their health and healthcare delivery system.

**OUR CORE TARGET:**

Graduate Medical Education Safety-Net Consortia are recognized by the President of the United States as THE Health and Human Services (HHS) gold standard community-based model for primary health care with integrated workforce development by June 30, 2027.

**OUR NICHE:**

World Class innovative and responsive primary health care through community-centric, incumbent and future workforce renewal.

**OUR CORE VALUES:**

Do the Wright thing

Be privileged to serve

Be an exceptional team player

Strive for excellence

Be driven for great results

Spread positivity

**JOB SUMMARY**

This position's primary function is to work in conjunction with the Benefits Manager to ensure all changes to benefits are processed accurately and timely in WebLink and in employees' paychecks and, in turn, will utilize detailed tracking skills to ensure the accurate and timely impact on financial statements and associated processed expenses. This position will also assist the Director of Payroll Operations with reporting and audit compilations and serve as support and backup to the Payroll Coordinator.

## **REPORTING RELATIONSHIPS**

Reports to Director of Payroll Operations & Benefit Allocation Management. No staff report to this position.

## **ESSENTIAL JOB DUTIES and FUNCTIONS**

- In conjunction with the Benefits Manager, monitors Paylocity's WebLink daily for any additions or changes to employee benefits (health, dental, vision, life insurance, HSA, FSA, DCARE, CERA, STD, LTD, etc.) and ensures data destined for upload into an employee's Paylocity profile are congruent with effective date and level of coverage chosen. All discrepancies will be relayed to the Benefits Manager for clarification/approval before final approval can be performed in WebLink.
- Tracks employer and employee benefit changes to ensure the timely impact on financial statements and associated processed expenses such as Blue Cross/Blue Shield, SunLife, etc., and employer contributions related to HSA, FSA, and 403b, serving as the interface between HR and Accounting by acting as the control administrator for the benefit cost aspect. Reconcile monthly benefit invoices to Paylocity reports for Director of Payroll Operations signoff.
- Ensures timely delivery of the bi-weekly audit report of verified benefit changes containing the Benefit Manager's authorization signature, which is due to the Director of Payroll Operations by Monday morning before payroll processing has commenced.
- Assists the Director of Payroll Operations with the review of payouts for approved employee reimbursements related to mileage and CME allowances, auditing for accuracy and timeliness.
- Assists in compilation of various bi-weekly management reports including mileage reimbursement payments report, overtime report, and actual vs. budget overtime report.
- Conducts various quarterly and year-end audits on items such as PTO balances, including donated time and part-time employee scheduled hours vs. hours worked, etc., and assists with various payroll and finance audits as needed.
- Assists the Payroll Coordinator in obtaining information related directly to the accurate and timely processing of payroll, including taking detailed follow-up notes at the weekly meeting between payroll and HR and acting as liaison to aid in resolving open items.
- Assists the Payroll Coordinator with review of the final pre-processed payroll register prior to distribution to management.
- Cross-trains on all Payroll Coordinator duties and serves as backup, performing the core timecard monitoring and payroll duties under the guidance of the Director of Payroll Operations in the event of the Payroll Coordinator's absence or when work load dictates.
- Supports finance operations by following policies and procedures; reporting needed changes.
- Assists with preparation of ad hoc reports of earnings, deductions, taxes, leave, disability, and non-taxable wages.
- Maintains employee confidence and protects payroll operations by keeping information confidential.
- Contributes to team effort by accomplishing related tasks as needed.

## **OTHER FUNCTIONS AND RESPONSIBILITIES**

- Perform other duties as assigned

## **REQUIRED QUALIFICATIONS:**

- High School Diploma or equivalent
- Associate's / Bachelor's degree in Accounting, Business, or related field preferred or equivalent years of applicable payroll or finance experience
- High level knowledge of Microsoft Excel required; knowledge of pivot tables and VLOOKUP formulas a must
- Very effective organizational skills and time management skills

- Attention to detail and high level of accuracy
- Ability to think quickly in a fast-paced work environment
- Excellent communication and interpersonal skills
- The ability to interact with all levels of employees within the organization
- Payroll processing experience preferred
- Ability to maintain confidentiality

**PACECARD METRICS**

- Aid in timely and accurate benefit changes to employee deductions and employer contributions
- Ensure benefit changes processed during the month are reflected and invoiced correctly per the vendor invoice.
- Reconcile monthly vendor benefit invoices prior to payment
- Develop and maintain relations with Payroll Team | HR team
- Assist in review of bi-weekly payroll register – Monday 5:00 p.m. (Review / Distribution to Mgmt.)
- Complete monthly deliverables in accordance with month end close deadlines

**REQUIREMENTS/WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

| <b>PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT</b>   |            |              |                  |   |   |   |   |   |   |   |    |  |
|---|------------|--------------|------------------|---|---|---|---|---|---|---|----|--|
| 1. Check the frequency and number of hours a day the worker is required to do the following specific types of activities: |            |              |                  |   |   |   |   |   |   |   |    |  |
| ACTIVITY  | FREQUENCY  |              | # OF HOURS A DAY |   |   |   |   |   |   |   |    |  |
|   | CONTINUOUS | INTERMITTENT | 1                | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 8+ |  |
| a. Sitting  |            | X            |                  |   |   |   |   |   |   |   |    |  |
| b. Walking  |            | X            |                  |   |   |   |   |   |   |   |    |  |
| c. Standing   |            | X            |                  |   |   |   |   |   |   |   |    |  |
| d. Bending  |            | X            |                  |   |   |   |   |   |   |   |    |  |
| e. Squatting  |            | X            |                  |   |   |   |   |   |   |   |    |  |
| f. Climbing   |            | X            |                  |   |   |   |   |   |   |   |    |  |
| g. Kneeling   |            | X            |                  |   |   |   |   |   |   |   |    |  |
| h. Twisting   |            | X            |                  |   |   |   |   |   |   |   |    |  |
| i. Lifting  |            | X            |                  |   |   |   |   |   |   |   |    |  |

|          |           |
|----------|-----------|
| LIFTING: | 0-30 lbs. |
|----------|-----------|

|   |   |  |
|---|---|--|
| 2a. HAND MANIPULATION REQUIRED? <input checked="" type="checkbox"/> Yes (If yes, complete a,b,c,d,e)<br><input type="checkbox"/> No |   |  |
| 2b. Repetitive hand movements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No                                  |   |  |
| 2c. Simple Grasping?  | Right Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Left Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 2d. Power Grasping?   | Right Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Left Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 2e. Pushing Pulling?  | Right Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Left Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |
| 2f. Fine manipulation:  | Right Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> | Left Hand _____<br>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> |

|  |
|--|
| 3. (a) Does the job require worker to reach or work above the shoulder? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br><input type="checkbox"/> Occasionally<br>(b) Reaching at or below shoulder level? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Occasionally |
| 4. Does the job require use of his/her feet to operate foot controls or for repetitive movement? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |
| 5. Are there special visual or auditory requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No<br>Describe: Working with computer terminal  |

**WORK ENVIRONMENT:**

a. Does the employee work near moving mechanical parts; in high, precarious places; and in outside weather conditions?  Yes  No

b. Is the employee exposed to fumes or airborne particles?  Yes  No

**BLOOD/FLUID EXPOSURE RISK: (check the right category) N/A**

**Category I:** Tasks involve exposure to blood, fluids or tissue

**Category II:** Usual tasks do not involve exposure to blood, body fluid, or tissues but job may require performing unplanned Category I tasks.

**Category III:** Tasks involve no exposure to blood, body fluids, or tissues. Category I tasks are not a condition of employment.

Visit <https://recruiting.paylocity.com/Recruiting/Jobs/Details/1405337> to apply.