



Job Posting #:	60FB11092022	Posting Type:	External
Job Title:	Payroll and Benefits Specialist	Grade/Classification:	Grade 8- Non-Exempt
Department:	Human Resources	Location:	Fredericksburg, VA

Job Description

OVERVIEW

The Payroll and Benefits Specialist will provide support and assistance to the Human Resources Department, primarily the Payroll Administrator and Benefits Specialist roles. This includes but is not limited to preparing for and processing payroll as well as paying employees and compiling payroll information by administering the payroll process, completing reports, and maintaining records in the HR and payroll systems.

ROLE AND RESPONSIBILITIES

- Assist with and serve as backup for processing biweekly payrolls for parent and subsidiary companies accurately, on time, and in compliance with company policies and state and federal regulations
- Ensure accuracy of payroll wages, tax elections, and benefits in HRIS and payroll systems
- Process employee changes that affect payroll and benefits
- Balance the payroll accounts by reconciling all payroll transactions; perform special analysis and reporting and resolving payroll discrepancies
- Process and reconcile invoices for temporary personnel
- Other duties as assigned.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Bachelor's degree with analytical/human resources background or related required or equivalent experience required. FPC (Fundamental Payroll Certification) or CPP (Certified Payroll Professional) designation preferred.

Must have at least three (3) years' payroll experience, preferably in an in-house payroll function. Additional experience in benefits highly preferred.

The ideal candidate will have the ability to maintain confidentiality, possess superior organization skills. Detail-oriented. Excellent communication and customer service skills. Self-motivated and willing to learn. Ability to solve problems using logic to identify key facts, explore alternatives, and propose quality solutions. Team-player focused on achieving department and cooperative goals. Fluency in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, etc.)

Full time position in a hybrid work setting subject to change based on business needs. Work will be performed primarily in the Fredericksburg office with occasional trips to the regional offices in Virginia (Bowling Green, Culpeper, and Front Royal). Travel to seminars and conferences several times a year is also required. Extra hours may be required during emergencies or workload demands.

HOW TO APPLY:

Internal Applicants: Interested parties should submit an internal application via the HR HUB OR resume via rechr@myrec.coop.

Applicants: Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID 60FB11092022

Deadline: Wednesday, November 30th @ 5:00PM EST

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of personnel so classified.

