

<b>Job Posting #:</b>	75FB12192025	<b>Posting Type:</b>	External
<b>Job Title:</b>	Payroll and Benefits Specialist	<b>Grade/Classification:</b>	105 – Non-Exempt
<b>Department:</b>	Human Resources	<b>Location:</b>	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 Administrator role. 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 weekly 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 benefits invoices for subsidiary company and provide backup processing for main company
- Process and reconcile invoices for temporary personnel
- Assist with annual open enrollment for both companies by answering questions, reviewing materials and resources for accuracy and reconciling enrollments between systems
- Manage FMLA process by providing employees and supervisors with necessary documentation to ensure compliance. Serve as point of contact for both employee and supervisor for FMLA cases. Track employee absences and initiate Short Term and/or Long Term Disability when applicable. Partner with managers to ensure compliance while maintaining employee privacy
- Assist with subsidiary employee onboarding by presenting applicable employee benefits
- Other duties as assigned

#### QUALIFICATIONS AND EDUCATION REQUIREMENTS

The ideal candidate should demonstrate strong interpersonal abilities, including maintaining confidentiality and exhibiting excellent communication and customer service skills. Technological proficiency is required, particularly fluency in the Microsoft Office Suite, including Outlook, Excel, Word, and PowerPoint. The candidate must also possess sound decision-making skills, with the ability to use logic to identify key facts, explore alternatives, and propose effective solutions. Strong organizational skills are essential, along with self-motivation, a willingness to learn, attention to detail, and superior time management. Additionally, the candidate should demonstrate leadership qualities, functioning as a collaborative team player focused on achieving departmental and cooperative goals.

A bachelor's degree with an analytical or human resources background, or related field, is required; equivalent experience may also be considered. Professional certification such as the Fundamental Payroll Certification (FPC) or Certified Payroll Professional (CPP) designation is preferred. Candidates must have at least three years of payroll experience, ideally within an in-house payroll function, and additional experience in benefits administration is highly desirable.

Work for this position will primarily take place in the Fredericksburg office, with occasional travel to district locations as needed. Extended hours may be necessary during major outages or periods of increased workload. The role may also require local and long-distance travel to attend meetings, training sessions, seminars, and conferences. The candidate is expected to actively pursue professional and technical development by attending educational workshops, reviewing industry publications, building professional networks, and participating in relevant professional organizations. Maintaining memberships and affiliations with trade or professional associations related to the profession and industry is encouraged.

#### HOW TO APPLY

**Internal Applicants:** Interested parties should submit an internal application via the HR HUB OR resume via [rechr@myrec.coop](mailto:rechr@myrec.coop).

**Applicants:** Use our <https://www.myrec.coop/careers> to apply for the opportunity. Please indicate the Job Posting ID #75FB12192025

**Deadline:** Friday, April 10<sup>th</sup>, 2026 @ 5:00 PM 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.