



**Job Title: Payroll and Benefits Administrator**

**Location: Norwood, MA 02062**

**Type: Full Time**

**Department: Human Resources**

**Reports To: Director of Human Resources**

**FLSA Status: Exempt**

**Job Description:**

The Payroll and Benefit Administrator will work directly with the Payroll Accountant and Director of Human Resources to accurately process payroll and benefit transactions for the Company. This is a high volume payroll with numerous cost centers and cross charges to appropriate cost centers as well as General Ledger reconciliation. The Payroll and Benefit Administrator should be able to proof and resolve timesheet data within the payroll system, have a strong working knowledge of payroll taxes, payroll withholding, and tax filing requirements to ensure accurate payroll processing. The position will be responsible to process FSA and HRA transactions and book and reconcile to General Ledger on a monthly basis. The position is responsible to assist in all benefit administration in compliance with applicable local, state, and federal regulations.

**Duties and Responsibilities:**

The following essential functions are the fundamental job duties of the position to be completed with or without appropriate reasonable accommodation.

- Process biweekly payroll for over 1,000 employees.
- Assist with labor distribution, and accounting entries for payroll
- FSA and HRA bank reconciliation.
- Answer site manager and employee questions related to Payroll.
- Respond to Manager/Employee questions for accrued time.
- Provide support as needed for quarterly/annual audits and other projects as needed.
- Responsible to protect the Company's confidential, classified, and/or proprietary information.
- Unemployment claim correspondence and reporting.
- Process verification of wage requests.

**Minimum Qualifications:**

- 2- 5- years experience in Payroll and General Ledger Accounting required
- Minimum Associates Degree, Bachelor's Degree preferred
- Ability to prioritize and meet deadlines; ability to multi-task
- Proficient in using Microsoft Office, particularly Microsoft Excel
- The ideal candidate will possess excellent communication and organizational skills and be reliable and mature in handling sensitive information
- Experience with Paylocity a plus
- Must be able to work independently to resolve unexpected issues in payroll and general ledger

**Required Behavior:**

- Demonstrates responsibility for, and handles accurately, the details associated with one's work.
- Organizes office resources in standardized manner to ensure compliance with federal/state regulations and to ensure timely location of files as needed to assist in making business decisions.
- Modifies style and approach in order to achieve a specific objective.
- Ability to define realistic, specific goals and objectives. Able to define tasks and deliverables necessary to meet goals. Can assign resources and set priorities to meet goals.
- Builds processes and policies in a way designed to drive efficiency and continuous improvement.
- Commitment to continuous improvement of business practices and to assuring that completed work adheres to high standards of accuracy and excellence.
- Identifies, obtains and effectively allocates the resources required to achieve applicable goals.
- Must demonstrate the ability to handle confidential information.

**Benefits:**

Full time position offers a competitive benefit program to include Medical, Dental, Vision, Health FSA, Dependent Care FSA, Short-Term Disability, Long Term Disability, Life Insurance, Home and Auto Discount program, Vendor Discount Program, 401(k) with matching contribution, Accrued Vacation, Sick, and Personal time and Paid Holiday Benefit. Employee referral bonus, and resident referral bonus.

**To apply or refer a qualified applicant please send resume to Laura Holmes at  
[Lholmes@hallkeen.com](mailto:Lholmes@hallkeen.com)**