



# DOANE UNIVERSITY

## Payroll and Benefits Administrator

### **Position Summary:**

The Payroll and Benefits Administrator is a key position, ensuring employees are paid properly and in compliance with all applicable state and federal wage and hour laws. This position administers employee benefits programs and coordinates the open enrollment process for medical, dental, vision, disability, life insurance, retirement, and the section 125 plan. The Payroll and Benefits Administrator will be a source of information about benefits for employees and will interpret and implement policies and provide reliable consultation for management. This position provides critical payroll and benefits data for internal and external stakeholders.

Exhibits Doane University's values of **Inclusion, Integrity, Innovation and Transformation** by contributing to an open, participative work environment, practicing ethical decision-making and personal accountability, being forward thinking and collaborative, and contributing to a positive, developmental culture.

### **Primary/Essential Job Duties:**

#### Payroll Administration

Compiles payroll data, such as hours worked, voluntary and mandatory payroll withholding, and employee pay authorizations from time cards, contracts or other pay authorizations. Ensures compliance with all applicable state and federal wage and hour laws. Works with the finance team to ensure proper reconciliation and posting of payroll, and tax filings.

Oversees timely multistate filings with contracted vendor to ensure proper information is provided and information calculated.

Process all payroll withholding to the proper accounts and ensures timely and accurate deposit of all federal and state tax liabilities. Computes wages and deductions, posts payroll records.

Maintains records of leave pay and nontaxable wages

Prepares and issues paychecks and provides timely answers to employees' questions with a customer service focus.

Prepares general ledger check requests for benefits vendor expense and payable accounts and performs related journal entries.

Enters HRIS data into Ellucian and Kronos Software systems; includes but not limited to: entering new employee information, wage changes, address changes, benefit enrollments, leave plan maintenance.

### Benefits Administration

Administers various benefit programs; including: medical, dental, disability, vision, life insurance, retirement, and section 125 plan.

Coordinates the open enrollment process and manages related communication.

Provides information to employees on benefit provisions, answer questions, and conduct follow-up on incomplete or missing benefit paperwork. Acts as a liaison between employees and benefit vendors.

Reconciles and pays monthly benefit premiums

Processes benefit enrollment, coverage terminations and other benefits adjustments.

### Reporting

Prepares periodic reports of earnings, taxes and deductions and balances all reports to the payroll records.

Provides documentation and prepares schedules related to payroll and benefits for annual audits of financial statements and EBP's.

Reconciles payroll and benefits withholding general ledger accounts.

Prepares reports for the worker's compensation audit.

Develops payroll and benefit related reports and queries.

Complete reports using health enrollment data for the Affordable Care Act.

### Policies

Responsible for developing the payroll schedule, planning for special payrolls and making recommendations for employee and manager communications.

Responsible for staying current on Wage and Hour laws, FMLA, COBRA, ADA and Workers Compensation regulations.

Interprets and implements Doane employee policies and procedures. Make recommendations for updating policies and procedures related to payroll and benefits.

### Other

Assists in special projects that involve benefits or payroll and other duties as assigned

### **Supervisory Responsibilities**

None

### **Education/Training Required for Position:**

- Associates degree in business, accounting or other related field or equivalent experience

### **Qualifications/Skills/Abilities Required for Position:**

- Minimum of 3-5 years of payroll experience provided.
- Demonstrated knowledge of Federal and State tax laws.
- Strong technical abilities required.
- Proficient knowledge of MS Office required

- Good math and accounting skills required, including reconciliation, with superb accuracy and attention to detail.
- Ability to work independently
- Strong written and verbal communication skills
- Excellent customer service skills and the ability to work with a diverse group of people
- Ability to handle multiple projects simultaneously
- Self-motivated, takes initiative and uses effective human relations skills
- Strong problem solving abilities

**Qualifications/Skills/Abilities Preferred for Position:**

- Experience with Kronos and Ellucian Colleague strongly preferred.
- Knowledge of SQL and experience developing queries and writing reports.
- Experience with multi-state laws and required filings.
- Prior experience assisting with benefit renewal.
- Working knowledge of HIPAA, COBRA, FMLA, ADA, and Workers Compensation.

**Physical/Environmental Requirements:**

Sedentary work (exerting up to 10 lbs. of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body).

**Outdoor Exposure:**

Primarily exposed to indoor elements