



Job Description

Position Title:	Payroll & Benefits Coordinator
Reports To:	Director of Human Resources
Department:	Finance and Administration
Status:	Full-Time/Non-Exempt
Grade Level:	7
Pay Range:	\$21.64/hr-\$25.00/hr
Work from Home Eligible:	No

Mission:

To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Vision:

We envision a state where no one goes hungry.

Diversity Statement:

The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects, and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize, and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Nature and Scope of Position:

The payroll & benefits coordinator is responsible for processing bi-weekly payroll and coordinating the employee benefits program under the direction of the director of human resources. Additionally, this position will coordinate HRIS activities and produce reports and backup data related to benefits, open enrollment, and HR compliance. The incumbent will be responsible for coordinating the annual open enrollment process for the organization as well as assisting employees with questions regarding benefits throughout the year. This position will be responsible for the coordination of the random drug testing program for drivers, background checks for new employees, and onboarding new employee information into ADP, Employee Navigator, American Funds and Reliance Life Insurance. Also, this position will assist in the recruitment and onboarding processes for the Food Bank. Further, the payroll and benefits coordinator will assist in the coordination of the monthly staff meetings, employee training and staff outings. The incumbent will serve as the main backup to the reception function.

Responsibilities:

The payroll & benefits coordinator reports to the director of human resources. The payroll & benefits coordinator's duties include, but are not limited to:

- Processes the bi-weekly payroll, including process 401(k) deposits, HSA deposits and flexible spending deposits.
- Coordinates the employee benefit program, including open enrollment, and changes due to new employees or terminated employees.

- Coordinates employee training as it relates to employee benefits, including 401(k) education program with SRP Advisors, hands-on training around navigating all the benefit programs at the RICFB.
- Assists in the new employee onboarding process for new employees to insure all new employees have a great first impression.
- Conducts orientation sessions to introduce new employees to company benefits, policies, culture, and expectations and to ensure the completion of all required paperwork.
- Works closely with hiring departments to ensure all necessary equipment, access, and resources are ready for new hires on their start date.
- Onboards employees into the payroll and benefit programs, including ADP, Employee Navigator, American Funds, Reliance Life Insurance, Flexible spending and HSA programs and Express Evaluations.
- Coordinates the employee performance evaluation process to ensure all steps are completed by managers & directors in a timely manner.
- Tracks and reports on Paid-Time-Off, overtime and other reports as requested by management.
- Maintains the personnel files for the organization.
- Remains current on new and evolving system capabilities related to the payroll/HRIS by utilizing ADP's training course content available on its system.
- Utilizes the HRIS to generate annual HR compliance reports, including workers comp audit, AAP, EEOC, Vets and provides management with other required reporting as needed. Maintains understanding of where data is warehoused in the HRIS and how to utilize data to streamline work.
- Coordinates the monthly staff meetings for the organization and coordinates with the hosting department.
- Arranges seminars, workshops and employee events including holiday & summer outings, wellness activities and staff training workshops.
- Responsible for tracking and reporting on employee staff training (utilizing ADP or Excel).
- Serves as main backup to the reception function.
- Expected to work special events on an as needed basis.
- Other duties as assigned.

Qualifications:

- A bachelor's degree or 5 years equivalent experience in a human resources position.
- Experience with payroll and/or benefits administration.
- Proficient in ADP or similar payroll and/or HRIS systems.
- Organized and detailed oriented.
- Strong written and oral communication skills.
- Proficient in Microsoft Word, Excel & PowerPoint.
- Able to maintain confidentiality for all personnel matters.
- Self-motivated and committed to workplace participation and diversity with the ability to work as a team.
- Understand and agree with the vision and mission of the Rhode Island Community Food Bank and be committed to providing services to people facing situations of hunger and poverty.

I have read the above job description and I understand the job responsibilities that have been set forth.

Employee Signature: _____ **Date:** _____