



Job Description

Position Title:	Compensation & Benefits Manager
Reports To:	Director of Human Resources
Department:	Finance and Administration
Status:	Full-Time/ non-exempt
Grade Level:	9
Pay Range:	\$52,500 - \$80,000
Work from Home Eligible:	Yes (40% of time)

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 compensation and benefits manager partners with the director of human resources to design, implement and manage innovative human resources programs and initiatives that attract, develop, engage, support and retain an energized, high-performing, diverse staff in a culture of continuous learning and improvement.

This position is responsible for the HRIS (ADP Workforce Now), payroll, benefits and compensation. Specifically, the compensation and benefits manager will develop, and implement programs and processes for these areas of focus, including processing bi-weekly payroll, coordinating HRIS activities and producing reports and backup data related to compensation, benefits, open enrollment, and HR benefits compliance. The incumbent will coordinate the annual open enrollment process and assist employees with questions about benefits throughout the year. This position will be responsible for the onboarding processes, including 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.

Principle Responsibilities and Essential Functions:

Serves as Systems Administrator of the ADP Human Resource Information System (HRIS)

- Serves as the ADP technical subject matter expert for Payroll, Benefits and Compensation as well as other functional areas related to ADP
- Partners with the Director of HR to ensure ADP is effectively meeting the needs of the organization and ensures the system capabilities are utilized to the fullest
- Collaborates with ADP to enhance or develop system integrations, implement external integrations with third party vendors and improve efficiency and accuracy of data exchanges
- Utilizes the HRIS to generate annual HR compliance reports and other reports as requested by management. Maintains an understanding of where data is warehoused in the HRIS and how to utilize data to streamline work.
- Performs system exports and imports; maintains accurate data and reporting
- Provides guidance and training to HR/Finance team members on technical processes related to ADP
- As counseled by the Director of HR, ensures user security protocols are in place to allow appropriate access to employee data, while ensuring sensitive data is secure
- Remains current on new and evolving system capabilities related to the payroll/HRIS. Tracks and reports on employee staff training (utilizing ADP or Excel).

Manages Biweekly Payroll Processing

- Processes the bi-weekly payroll, including processing 401(k) transmittals, HSA deposits and flexible spending deposits.
- Ensures timely submittal of timecards in accordance with payroll practices
- Processes all pay related functions, including merit, promotion, retroactive salary increases, bonuses, employee reimbursements, recognition awards, garnishments, etc.
- Tracks and reports on Paid-Time-Off, overtime and other reports as requested by management
- Resolves payroll discrepancies and payroll system errors
- Maintains payroll records for employees and auditors
- Completes employment wage verifications
- Coordinates all Year End activities, distributes W-2's and 1095's, and all other tax related year end activities

Administer Health and Welfare Benefit Programs

- Provides day-to-day administration of all benefit plans, policies and procedures, including medical, dental, vision, retirement plans, COBRA, FMLA, Short-Term Disability and Long-Term Disability
- Partners with Director of HR to analyze utilization and claims data and identify trends; recommends process improvements and/or plan design changes
- Partners with the Director of HR to manage annual benefit negotiations with all benefit brokers. Handles communication of health and welfare programs
- Oversees IRS mandated compliance reporting
- Manages the annual benefits open enrollment program
- Manages 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.

Administration of Retirement Plan

- Administers the day-to-day responsibilities associated with the RICFB's 401(k) program
- Provides 401(k) orientation on the RICFB's 401(k) program and responds to employee questions relating to enrollment, plan changes and contribution amounts.
- Enrolls new employees into the RICFB's 401(k) program
- Administers 401(k) contribution changes
- Coordinates employee educational and promotional programs for the 401(k)
- Participates in 401K related surveys
- Attends and take minutes at the 401(k) Finance Committee meetings as invited guest
- Provides information and reports to Finance Department on 401(k) contributions
- Creates annual year end 401(k) census
- Manages the annual 401(k) catch-up contribution process
- Ensures annual RMD's are taken from the plan

Compensation Management

- Partners with the Director of HR to develop and maintain job descriptions, perform market and FLSA analyses
- Participates in compensation surveys, analyzes results, and works with the Director of HR on developing and updating compensation plans, structures, or pay practices
- Collaborates with the Director of HR to complete job evaluations/re-evaluations, and pay related decisions through competitive market pricing for new hires, promotions, and other adjustments
- Partners with the Director of HR to oversee the annual Performance Management Program, and ensures all steps are completed by managers & directors in a timely manner,
- Participates in processing the annual merit increase and the company bonus program
- Reviews and makes periodic recommendations regarding all other programs that utilize compensation as rewards, such as the Employee Recognition Program and Length of Service Award program.

Talent Acquisition and Retention

- Conducts background checks and motor vehicle license checks for new and existing employees. Coordinates random drug testing program for drivers.
- Assists in the new employee onboarding process to ensure 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.
- Maintains the personnel files for the organization
- 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.
- Processes employee terminations through the payroll and benefit systems.
- Works together with the Director of HR, and various Committee Chairs to arrange staff training workshops, seminars, and employee events including holiday & summer outings, wellness activities

General HR Administration

- Coordinates the monthly staff meetings for the organization and coordinates with the hosting department
- Serves as an occasional backup to the reception function
- Attends and provides support at special events on an as needed basis.
- Other duties as assigned.

Qualifications:

- A bachelor’s degree and at least 7 years of related experience in progressively higher-level human resource roles, or an equivalent combination of education and experience.
- Must have a deep understanding of payroll, benefits and compensation administration.
- Highly skilled in ADP or similar payroll and/or HRIS systems.
- Organized and detailed oriented.
- Strong written and oral communication skills.
- Highly proficient in Microsoft Word, Excel & PowerPoint. Experience with ADP DataCloud or similar reporting tools is preferred.
- 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.

The above statements are intended to describe the general nature and level of work being performed by employees within this classification. These statements are not intended to be construed as a comprehensive inventory of responsibilities, duties and skills required of employees assigned to this job.

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

Employee Signature: _____

Date: _____

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