

# HR & Payroll Administrator

## **Benefit Allocation Systems, LLC**

Location: King of Prussia, PA

Employee Type: Full-Time

Industry: Healthcare - Health Services, Insurance, Computer Software

Manages Others: No

Job Type: Human Resources

Education: Degree in HR or Related Field

Experience: At least 2 year(s)

Relocation Covered: No

### **About Benefit Allocation Systems, LLC (BAS)**

Benefit Allocation Systems, LLC (BAS) is an innovative mid-sized company that has shown consistent growth year after year. This is an exciting time for BAS. Because of the widespread demand for our unique, blended Software-as-a-Service applications and client support services, we are growing at a fast pace.

BAS is the developer of one of the leading online HR/Employee Benefit Plan enrollment and administration software solutions and provides best-in-class benefits administration and support services.

BAS achieves service excellence by investing in its people, encouraging camaraderie and an innovative office environment, while also engaging leading technologies. At BAS, you will enjoy an upbeat, entrepreneurial culture, with ample time for volunteer work, office events, snacks in our kitchen and foosball tournaments. BAS encourages internal career advancement, and we look to our employees to provide feedback and bring ideas to the table.

BAS provides a comprehensive benefits package, including medical, dental, vision, and prescription coverage. We offer a 401(k) plan with a matching contribution, along with flexible spending accounts and a generous PTO policy.

We look forward to you joining our team.

## **Job Summary:**

The HR & Payroll Administrator is under the supervision of the General Counsel and has direct access to the President of the Company. The HR & Payroll Administrator processes payroll and payroll-related functions for the company, recruits new employees, manages employee relations and performs other duties as assigned.

## **Responsibilities**

- Payroll
  - Prepare and process bi-weekly payroll
  - Process quarterly payroll-related reports and annual updates
  - Maintain and document all payroll records
  - Conduct audits of payroll to detect and monitor issues
  - Manage compensation adjustments for employees
  - Monitor 401(k) salary reduction contributions
  - Calculate PTO and monitor use of timekeeping system
- Recruiting/Onboarding
  - Post job positions, review job applications, conduct interviews and manage recruiting process
  - Implement payroll and salary for new employees
  - Onboard new hires
- HR/Employee Relations
  - Assist with various HR functions
  - Contribute to benefit decisions and communications
  - Monitor and FMLA and STD benefit leaves of absence
  - Respond to employee issues
  - Provide guidance and recommendations for conflict resolution
  - Process new hires, terminations, status changes, tax changes, garnishments, direct deposits
  - Update employee handbook
  - Prepare annual Affirmative Action Plan
  - Plan and implement annual review process with department managers
  - Maintain employee files
  - Assist with 401(k) plan compliance
  - Audit and monitor workers compensation and unemployment matters, including verifying payments to claimants
  - Administer employee benefits
- Work closely with President and General Counsel on sensitive employee matters
- Other Duties as Assigned

## **Requirements, Skills and Qualifications**

- 4 Year Degree
- Experience processing payroll
- Learns quickly
- Experience working with payroll & benefit administration systems or other related systems
- Organizational and numerical aptitude
- Excellent attention to detail
- Expert MS Excel and data processing skills
- Organized
- Takes initiative
- Manages time properly
- Thinks critically and troubleshoots problems effectively
- Writes clear, succinct and complete internal and external business communications
- Works independently and as a team player
- Able to work in front of a computer and sit for extended periods of time
- Able to multi-task
- Adapts to changing priorities without compromising deadlines
- Cooperates, works and communicates with coworkers and supervisors
- Works at a fast pace, as needed, while maintaining high quality results
- Maintains confidentiality, treats others with respect, and upholds Company values

*Benefit Allocation Systems, LLC is an Affirmative Action and Equal Opportunity Employer M/F/D/V.*

*BAS will not discriminate against any employee or applicant on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state, or local law. For questions, please contact the BAS Affirmative Action Officer at 610-992-2520.*