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## Payroll Specialist / Human Resources Assistant Job Description

**Status:**

Exempt \_\_\_ Non-Exempt \_\_X\_ Temporary \_\_\_

**Supervisory Responsibilities:**

None

**Reports to:**

Human Resources Manager

**General Purpose of Position:**

You will be a vital part of our team. Oversee the payroll processes and provide human resource support to the Human Resources Manager.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Essential job functions are fundamental to the performance of the job: Payroll
  - Accountable for processing Paychex bi-weekly and semi-monthly payroll; compiling payroll data such as garnishments, vacation time, insurance deductions, and taxes.
  - Point of contact for team lead and employee payroll-related questions.
  - Update Paychex and deductions spreadsheet with new/ changed employee benefits and position status changes. Process merit increases.
  - Processing quarterly, annual, and as needed bonuses.
  - Maintains attendance and payroll records.
  - ESR and census report management.
- Essential job functions are fundamental to the performance of the job: Human Resources
  - Maintain various employee databases of both current and former employees
  - 401k enrollment and election changes
  - Create name badge/access cards
  - Benefit and 401k enrollment/election changes
  - PTO tracking for physicians and salaried employees
  - Help manage organizational recognition programs; bi-annual luncheons, milestone anniversaries, births, marriage, surgeries, funerals, and Picnic.
  - Employment and wage verifications
  - Responding to unemployment claims
  - Annual reports (states and out of state employees)
  - Collaborate with the Administrative Assistant on report requests or other needs.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, policy, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Microsoft Internet Edge, PowerPoint, and Paychex software.

**Education/Experience:**

- High school diploma or general education (GED)
- Further human resource education preferred
- Minimum two years of payroll experience and/or training; or equivalent combination of education and experience.
- Previous human resource experience preferred.

**Knowledge, Skills, and Other Abilities:**

- Solid understanding of payroll and payroll tax laws required. Paychex experience ideal.
- Intermediate level Microsoft Office, Excel, Word, and data entry skills
- Strong attention to detail
- Exceptional organizational skills and the ability to multi-task
- Ability to prioritize and manage time effectively
- Strong written and verbal communication skills including grammar and spelling
- Ability to analyze problems and follow through with effective solutions
- Ability to work with little supervision
- Discretion and maintaining confidentiality

**Service Behavior Expectations:**

An individual must be able to provide consistent application of values/service behaviors with patients, peers, physicians, leaders, and others within the practice. Refer to performance evaluation for detailed description of each behavior.

- Compassion: Compassion, respect, and privacy
- Collaborative: Teamwork, diversity, and innovation
- Exceptional Healthcare: Quality, accessible, and integrity

**Physical Demands:**



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Manual dexterity for office machine operation including computer and calculator; stooping, bending to handle files and supplies, mobility to use hands; reach with hands and arms, talk, and hear. The employee is regularly required to sit, stand, or walk for an extended period. Specific vision abilities required include close vision. Stress can be triggered by multiple staff/patients demands and deadlines. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

**Equipment Operation:**

Office machinery including computers, fax, calculator, and photocopier. Occasionally lift and carry files up to 20 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Involves frequent contact with staff and vendors. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:** This description is intended to provide only basic guidelines for meeting job requirements. Responsibilities, knowledge, skills, abilities and working conditions may change as needs evolve. This job description in no way implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an at-will relationship. Moreland OB-GYN is an equal opportunity employer complying with ADA regulations and other applicable federal and state laws.

**Reviewed with employee by:**

\_\_\_\_\_

PRINT supervisor name

\_\_\_\_\_

Signature of supervisor

\_\_\_\_\_

Date

**Received and accepted by:**

\_\_\_\_\_

PRINT employee name

\_\_\_\_\_

Signature of employee

\_\_\_\_\_

Date



**Moreland**  
*Leading Women To Better Health* **OB-GYN**

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Oct 2024