



## JOB DESCRIPTION

### Payroll and Human Resources Analyst

<b>Department</b>	Human Resources
<b>Reports to</b>	Human Resources Manager
<b>Supervises</b>	N/A
<b>Pay Grade</b>	Non-Exempt Grade 15

### Job Summary

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Under general supervision, processes payroll on a bi-weekly basis and aids employees and leadership regarding payroll needs. Administers retirement benefits. Processes, generates, analyzes, and interprets payroll and HR department reports from several databases. Develops and maintains spreadsheets for analysis and reporting. Acts as the HRIS liaison between the credit union and HRIS vendor to ensure full HRIS functionality. Prepares and monitors HR project management/HR analytics.

### Essential Functions

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- Oversees payroll administration on a bi-weekly and as needed basis by maintaining employee records, calculating wages, and ensuring compliance with relevant laws and regulations.
- Ensures all payroll activities are completed accurately and on time.
- Develops, prepares, and maintains spreadsheets for payroll reports as needed.
- Helps plan and implement new and/or revised employee retirement benefits and payroll procedures.
- Prepares annual tax forms, wage and reporting statements, and other applicable year-end summaries.
- Assists in the management and maintenance of the credit union's HRIS system. Acts as the department liaison between the credit union and HRIS vendor to ensure full HRIS functionality.
- Analyzes HR data to identify trends and patterns and improve HR processes and strategies.
- Develops and maintains spreadsheets and/or other reports for department analysis and reporting.
- Acts as the project manager for the department. Coordinates, communicates, and accurately reports all project-related activities. Helps ensure projects meet the department's strategic objectives and timelines.
- Maintains schedules and meets deadlines for payroll, audit reports, retirement benefits, and other HR projects.

- Performs a variety of routine and non-routine financial and clerical duties in the areas of payroll, retirement benefits, general accounting, auditing, and other HR areas as needed.
- Performs other duties as assigned.

## **Required Knowledge, Skills, and Abilities**

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- Proficiency in Excel, Word, Outlook and PowerPoint, and technologically savvy with the ability to learn new software applications.
- Strong attention to detail, as well as organizational, time management, problem-solving, and communication skills.
- Knowledge of standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the work.
- Knowledge of principles and practices of finance and accounting payroll processes, auditing, and reporting functions.
- Knowledge of pertinent Federal and State laws, rules, regulations, and policies and procedures as they apply to the area(s) of responsibility.
- Knowledge of principles and practices of program and policy development and implementation.
- Ability to analyze data and prepare technical reports, interpret and evaluate technical information, problem-solve payroll issues, and explain and interpret information.
- Ability to interpret, apply, explain, and ensure compliance with personnel rules and regulations, Federal and State laws, and policies and procedures that apply to payroll and employee retirement benefits.
- Ability to work independently and in a team setting.
- Ability to maintain confidentiality.
- Ability to understand complex written and verbal communications and respond with professionalism and tact by phone, in person, and/or in written format.
- Ability to review, post, balance, reconcile, and maintain accurate and confidential accounting and payroll records.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations.
- Ability to exercise discretion and tact in processing documents and information of a confidential or sensitive nature in a variety of program areas, including retirement benefits, payroll administration, and compensation.

## **Education and Experience**

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- High school diploma or equivalent required. Associate degree in accounting or a closely related business administration field preferred.
- Experience in payroll, benefits, and accounting principles including or supplemented by college-level courses in accounting, payroll, or related courses preferred.

## **Additional Requirements**

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- Incumbent must be bondable.
- Must possess and maintain a valid driver's license to travel to all credit union locations as needed.

## **Physical Demands**

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This is a moderately sedentary office classification although standing and walking between work areas is required. Individual(s) in this class must possess the mobility to work in a standard office setting and use standard office equipment, including a computer; visual acuity to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator at a reasonable speed, and to operate standard office equipment. Person(s) in this classification occasionally bends, stoops, kneels, reaches, climbs, and walks; and pushes and pulls drawers open and closed to retrieve and file information. Employee must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds regularly, and up to 50 pounds occasionally. Works in an office environment with moderate noise levels.