

RCHC/GRMC Payroll Specialist



Job Title: RCHC/GRMC Payroll Specialist

Reports To: RCHC/GRMC Controllers

Position Type: Full-Time, One week on/off at each facility required during payroll week

Summary: Payroll Specialist is responsible for bi-weekly payroll for both RCHC and GRMC employees and all other related payroll duties including benefit payment management and other duties as assigned.

Qualifications: Minimum of High School Diploma required. Minimum of one year experience processing payroll for multiple employees. ADP experience preferred.

Responsibilities:

- Process bi-weekly payroll input and reports while at each facility during payroll week
- Collect and review all hourly employee timecards
- Ensure compliance with applicable government regulations
- Maintain knowledge of rules and laws which govern the payroll administration practices
- Audits payroll information for accuracy
- Reconciles payroll deposits, tax withholdings, wage garnishments and voluntary deductions
- Work with payroll service provider and State agencies to reconcile tax inquiries and discrepancies
- Ensure that payroll related transactions are processed in compliance with external and internal policies
- Perform actions necessary to track and determine regular and overtime pay
- Review and process payroll adjustments, including time off
- Manage and maintain benefit accrual balances
- Record changes affecting employee payroll files to update master payroll records
- Record data concerning transfer of employee between departments
- Process new hires and terminations of employees in payroll
- Manage Employment Verifications, Unemployment inquiries and Garnishment setup
- Verify payroll output, checks and reports for the payroll period
- Prepare regular payroll reports
- Maintain confidential payroll records
- Maintain accurate, updated employee information by timely input into payroll and tracking systems
- Manage pension plan reconciliation and calculation for matching contributions and annual audit compliance
- Performs miscellaneous payroll administration including payroll deductions, loans, employment verifications, garnishments, etc

- Administers Flexible Spending Accounts (Dependent Daycare). Track monthly withholdings and reimbursements and provide month-end balance to Accounting to be reconciled to bank balance. Process monthly reimbursement requests
- Track and process benefit payments and employee contributions
- Ensures employee hours worked meets benefit eligibility requirements
- Tracks employee critical dates to include hire date, benefits eligibility, 90-day review, birth date, and service anniversary
- Provides support to the Controllers in administering other functions as needed

Physical Demands: **

Stand:	Frequently	Lift/Carry:		Push/Pull:	
Walk:	Frequently	0-10 pounds:	Occasionally	10-25 pounds:	Never
Sit:	Frequently	10-20 pounds:	Occasionally	25-50 pounds:	Never
Squat/Kneel:	Occasionally	20-50 pounds:	Never		
Bend:	Occasionally	50-100 pounds:	Never		
		100+ pounds:	Never		

Reasonable accommodations may be made to enable individuals with disabilities to perform the position accountabilities without compromising patient care or departmental efficiency. However, should it be determined that the employee cannot meet the position accountabilities with or without accommodation, it is the right of RCHC/GRMC to release the individual under Kansas "Employment at Will" doctrine

Understanding and Agreement:

I understand and agree to perform my job as best as I can. I realize this written position description is designed to give me a summary of the major duties and responsibilities of my position. I may be asked to perform other position-related tasks that may not be specifically mentioned in this description.

I understand that RCHC/GRMC are dedicated to a culture where ethical considerations are part of making decisions by all employees. This includes following federal and state laws and regulations from organizations that accredit RCHC/GRMC to do business. I know that if I become aware of any issues during my employment that seem questionable to me, I must report them so they may be reviewed and investigated.

I understand that my position description is to be used as a guide for conduct in the employment setting and is not a contract or offer of a contract of employment terms.

Employee Signature Print Employee Name Date

Supervisor Signature Print Supervisor Name Date