**Department:** Human Resources

**Location:** Rochester, NY

**Classification: Non-**Exempt

**Reports to:** Human Resources Director

**Summary:**

Woods Oviatt Gilman is seeking a motivated, personable, detail-oriented Benefits and Payroll Specialist to join our HR team. This role is responsible for processing payroll as well as administers employee benefits.

**Benefit Administration Duties and Responsibilities:**

* Administer various employee benefits programs
* Administer and processing of all employee enrollments, changes and terminations; ensuring the accuracy information
* Administer FMLA, PFL, Leave of Absence, Worker's Compensation and Unemployment policies in compliance with federal, state and local laws
* Conduct benefit orientations and train on benefit enrollment system
* Respond to employee inquires related to benefit coverage, claims issues, COBRA, etc.
* Prepare educational materials for effective general benefits communications
* Lead open enrollment and benefits-related meetings and events
* Perform monthly insurance billings and benefits plan invoice audit and reconciliations

**Payroll Processing Duties and Responsibilities:**

* Prepare weekly payroll and reconciliation; responsible for payroll entry, deductions, direct deposits, taxes, etc.
* Resolves payroll discrepancies by collecting and analyzing information
* Handle the administration and training of the electronic timekeeping system
* Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis
* Create and run standard payroll/reconciliation reports

**Education and Experience:**

* BA in business administration, human resources or similar relevant field
* Must have at least 2-year of payroll processing, benefits and leave administration experience

**Required Skills/Abilities:**

* Demonstrated knowledge of different benefit plans
* Experience with ADP Workforce Now a plus
* Excellent communication (verbal and written), interpersonal and presentational skills
* Ability to take on initiative and act proactively
* Strong decision making and organizational skills with attention to detail
* Proficient in Microsoft Work, Excel and PowerPoint
* Ability to maintain a high level of confidentiality