



POSITION VACANCY ANNOUNCEMENT

Engaging Solutions, LLC (ES) is a management consultant firm with an evolving and growing future! Our talented team of professionals work collaboratively with government agencies, small businesses and Fortune 500 companies to resolve complex issues. This position offers unique opportunities to individuals looking for an exciting career. Learn more at www.engagingsolutions.net

PAYROLL COORDINATOR/HUMAN RESOURCES

The Payroll Coordinator/Human Resources administrative support staff primarily performs payroll and human resources related duties. Management of employee data, computing wages and ensuring the accurate and timely completion of the payroll. Provides administrative support to Human Resources Director and Fiscal and Administration areas.

Responsibilities include:

- Assists with the completing and maintaining the daily administrative responsibilities such as all filing, billing, Compliance recordkeeping, etc.
- Process the bi-weekly payroll including related tasks includes managing data entry, calculating payable hours, tax withholdings and deductions, issuing paychecks, and managing direct deposits.
- Application and implementation Earnings, Deductions, contributions, annual increases, etc.
- Responds to employee inquiries in a timely manner regarding payroll and benefits information. Troubleshoots issues to attempt to resolve employee payroll and benefits concerns.
- Assist in the preparation of records and administration of benefit programs such as life, health, dental, disability insurance, vacation, sick leave, leave of absence, employee assistance.
- Prepare and assist in the processing of personnel/payroll changes such as hires, promotions, transfers, performance. reviews, terminations, and employee statistics for government reporting.
- Reconcile monthly billing and invoices for group benefits and resolve any conflicts.
- Coordinates and assist with the onboarding process for all new hires including: offer letters, new hire paperwork, E-verify, timekeeping and new employee orientation, etc.
- Provides support in areas FMLA, ADA, and worker's compensation.
- Manage benefits administration to include adding, changing, deleting employee information; reviewing invoices for accuracy, liaison with broker, participates in the renewal process and open enrollment.
- Maintains office services by supporting office operations and procedures; processing mail and correspondence; ordering supplies; assigning and monitoring clerical functions.
- Assists with coordinating corporate training, tracking records for certification, as needed.
- Responsible for certain facility operations (such as distributing building access keys and back-up to security access cards, etc.).
- Responsible for maintaining and reviewing MBE/WBE/DBE and 8a certifications.

- Other duties as assigned.
- **Minimum Qualifications**
- Associate degree in Accounting, Human Resources, Business Administration, or directly related field is required.
- 3+ years of experience working in payroll;
- Highly proficient working with payroll software program preferably QuickBooks.
- Strong numerical aptitude attention to detail.
- Extensive administrative support experience working in Payroll, Human resources and/or supporting senior level management.
- Proficient in Human Resource Systems, word processing software including Microsoft Word, Excel and PowerPoint and Outlook.
- Effective multi-tasking organization skills.
- Strong relationship building and coaching/training skills.
- Ability to work independently and as a team player.
- Strong organizational, time management and prioritization abilities to meet tight deadlines while remaining flexible and ensuring great attention to detail.
- Attention to detail in composing and proofing materials, establishing priorities and meeting deadlines.
- Ability to maintain a high level of confidentiality.
- Strong interpersonal skills.

Key Competencies

- Attention to detail and accuracy
- Planning, organizing, and prioritizing
- Strong communication skills – written and oral
- Ability to work with all levels of management
- Effective multi-tasking
- Information and task monitoring
- Flexible
- Above average computer skills
- Ability to adjust to and manage change
- Good Judgment and effective problem-solving
- Ability to work and manage stress tolerance

Join this growing company that is dedicated to providing the highest quality of customer service!

Engaging Solutions, LLC

Equal Opportunity Employer (M/V/D/W) and a Drug Free Workplace

Applicants must agree to a Background Check and Drug Screen