



LAKESHORE

Lakeshore Foundation is a non-profit 501c3 organization that promotes independence for persons with physical disabilities or chronic health conditions and provides opportunities to pursue active, healthy lifestyles.

New Job Posting: Payroll and Benefits Specialist

The Payroll and Benefits Specialist will support Lakeshore's vision, mission and goals at all times and will assist the Director of Human Resources and the Controller with various aspects of human resources and accounting services functions, primarily in the areas of payroll administration and employee benefits administration.

This newly created position will be responsible for establishing and maintaining relationships with a variety of individuals, including employees, supervisors, outside vendors and employee benefits providers.

PRIMARY JOB RESPONSIBILITIES:

- 1) Responsible for all aspects of employee benefits administration, including initial and annual enrollments, communication, ongoing maintenance and COBRA compliance.
- 2) Responsible for processing bi-weekly payroll transactions, working with employees or supervisors as needed.
- 3) Responsible for maintaining payroll and benefit system including resetting passwords and adding new employee information.
- 4) Responsible for maintaining records to support salary and benefit expenses in the general ledger.
- 5) Responsible for maintaining payroll tax filings and reconciliation to quarterly and yearly payroll reports.
- 6) Responsible for processing and reconciling W-2's at year-end. Will work with ADP on any W-2 reporting issues.
- 7) Responsible for processing ACA forms at year-end.
- 8) Responsible for processing and distributing reports for accounting and administrative staff on a bi-weekly, monthly, yearly or periodic basis, as required.

QUALIFICATIONS:

Minimum of Bachelor's degree in accounting, human resources or related business field required.

- 2-3 years of experience in benefits administration and payroll processing desired.
- Strong organizational skills.
- Proficiency in the use of an employee/payroll system, ADP payroll processing experience preferred.
- Commitment to working in a team environment
- Excellent interpersonal skills, verbal, and written communications skills

CPR, Standard First Aid and AED desired (or willingness to obtain within 6 months of hire)

Please forward resume and letter of interest to Debbie Smith, debbies@lakeshore.org.

Application Deadline: September 30, 2016.