



Position Announcement

Payroll and Benefits Specialist

Job Title: Payroll and Benefits Specialist

Department: Finance

Reports To: Chief Financial Officer

FLSA Status: Full-time, Non-Exempt

Work Hours: Regular work hours

Travel Expectations: Limited travel required

Salary Range: \$50,000-\$55,000

Position Summary

The Payroll & Benefits Specialist manages employee compensation and benefits programs. This position administers payroll, leave time, and benefits and ensures that employee payroll and benefits comply with state and federal laws and regulations.

Values Statement

PCAR understands sexual violence as a social justice issue and works to prevent and respond to sexual harassment, assault, and abuse within this framework. We are committed to nurturing a workplace that is affirming, inclusive, and respectful of all people across race, class, ability, gender, sexual orientation, age, and other identities. We are looking for outstanding relationship-builders and communicators. We value both life experience and professional credentials.

We are committed to building a diverse organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background outside of the movement to end sexual assault, abuse, and harassment. PCAR strongly encourages you to apply, even if you don't believe you meet every qualification described. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions. We cultivate a culture of inclusion for all employees that respects their individual strengths, views, and experiences. We believe that our differences enable us to be a better team – one that makes better decisions, drives innovation and delivers better results. We are an equal opportunity employer. We strongly encourage you to apply for open positions.

Essential Duties and Responsibilities

Payroll & Benefits

- Accurately process biweekly payroll (employee database account maintenance/updates for all withholdings, taxes, deductions, etc.) in a timely and confidential manner
- Maintain electronic and hard copy personnel files including, but not limited to, regulatory reporting requests, verifications of employment, and unemployment claim inquiries
- Process paperwork for new employees and enter employee information into the payroll system
- Train employees on organizations' timekeeping systems
- Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies
- Record employee information, such as transfers, and resignations to maintain and update payroll records
- Provide information to employees and managers on payroll matters, tax issues, and benefit plans
- Administer employee leave policies and programs including need for personal and medical leaves in compliance with appropriate policies and regulations
- Oversee and administer benefit programs including, but not limited to working with insurance brokers to get quotes, benefit enrollment paperwork, review of invoices to insure they are accurate
- COBRA paperwork, invoicing, tracking
- 403(b) Pension Plan – track employee contributions, make timely payments, complete annual compliance report, work with third parties for rollovers, distributions, etc.
- Process/track all Disability insurance claims
- Administer FMLA, ADA accommodations, short- and long-term disability, and other leave
- Collect information and documentation from employees on an ongoing basis including, but not limited to, emergency contact information and change of name or address

Onboarding / Offboarding

- Assist with initiating background checks
- Initiate the Hiring letter and other new hire welcome documents
- Responsible for completing new hire paperwork
- Responsible for preparing introductory period completion letter
- Provide current and prospective employees with information about personnel policies related to employment status, salaries, employee benefits, and leave time.
- Responsible for completing termination paperwork.

Legal

- Respond to unemployment filings
- File workers compensation claims
- Prepare/send employees various required annual notices i.e. Annual Employee Benefits Summary, HIPPA notice, Medicare notice, pension annual report, pension fee disclosure notice, etc.
- Maintain compliance with federal, state, and local employment/benefit laws and regulations, and recommended best practices

Supervisory Responsibilities

N/A

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B.A.) (or equivalent payroll experience) in Accounting, Business, Human Resources, or a related field, preferred; three to five years related experience and/or training; or equivalent combination of education and experience preferred.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

The employee should have basic math skills that involve making calculations of amounts, sizes or other measurements. Core concepts like addition, subtraction, multiplication and division. Ability to interpret graphs.

Reasoning Ability

Ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Travel Requirements

This position requires limited travel.

Requirements

- Ability to effectively manage multiple priorities and projects simultaneously and ability to meet strict deadlines. Ability to identify and respond to shifting priorities
- Must be a self-starter that can work within a team and fast-paced environment and handle a variety of tasks with multiple deadlines. Must be very detail-oriented and work with minimal supervision
- Excellent oral and written communication skills and customer service skills
- Must possess excellent organizational skills
- Demonstrated sensitivity and ability to collaboratively work with individuals and groups from diverse populations and organizations
- Must have proficiency with the technology necessary for the functions of the position, including: Microsoft Excel and Microsoft Word
- Accept and abide by the mission and core values of PCAR
- Must complete a Pennsylvania rape crisis center sexual assault victim counselor training, within first year of employment
- Pennsylvania driver's license and vehicle are not required for this position

Certificates, Licenses, Registrations

B.A. necessary and J.D. strongly recommended. Admission to PA Bar strongly recommended.

Physical Demands

The physical demands described are representative of those met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to individuals to perform the essential functions.

While performing the duties of this job, the employee will have sedentary work that primarily involves an individual remaining in a stationary position. The employee may occasionally be required to move/transport objects up to 10 pounds. The person in this position needs to occasionally move about

inside the office and may need to stoop, kneel, crouch or crawl. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Other Duties As Required

The statements contained herein describe the scope of the responsibility and essential functions of this position but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including but not limited to work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

Salary Range

\$50,000-\$55,000

To Apply

PCAR offers a competitive salary and benefits package. Qualified candidates are encouraged to apply online at www.pcar.org by **March 28, 2023**.

Who We Are

Founded in 1975, The mission of the Pennsylvania Coalition Against Rape is to work to eliminate all forms of sexual violence and to advocate for the rights and needs of victims of sexual assault. PCAR partners with a network of rape crisis programs to bring help, hope, and healing around issues of sexual violence to the Commonwealth of Pennsylvania. PCAR:

- Assures that communities have access to quality victim services and prevention education by providing funding, training, materials, and assistance to a network of rape crisis centers that serve all of Pennsylvania's 67 counties.
- Provides resources and training on sexual assault-related issues to professionals across PA.
- Promotes public policies that provide protections and services to victims of sexual violence, hold offenders accountable, enhances community safety, and works with media to increase public awareness, access to accurate information, and ethical reporting practices.

- Operates the National Sexual Violence Resource Center (NSVRC), which identifies, develops, and disseminates resources regarding all aspects of sexual violence prevention and intervention. NSVRC is the leading nonprofit in providing information and tools to prevent and respond to sexual violence. NSVRC translates research and trends into best practices that help individuals, communities and service providers achieve real and lasting change. NSVRC also works with the media to promote informed reporting.

Equal Employment Opportunity Commission

The Pennsylvania Coalition Against Rape and The National Sexual Violence Resource Center provide equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.