

JOB DESCRIPTION

TITLE: HCM Specialist (Payroll, Benefits and Timekeeping)

REPORTS TO: HCM Manager

FLSA: Non-Exempt

EMPLOYMENT STATUS: Full Time

Job Description

Integrated Payroll Services (IPS) is a leading provider of Human Capital Management (HCM) solutions and is seeking an HCM Specialist with hands-on payroll compliance experience to work at our corporate location in Delafield, WI. As a growing HCM company, we provide unique and exciting career paths working with a diverse client base across many industries and markets.

Essential Duties and Responsibilities

- Provide clients with training and ongoing support of payroll, timekeeping, and benefit needs.
- Manage assigned clients to ensure accurately processing of all payroll, timekeeping, and benefit related data.
- Delivering high-quality customer service while researching, resolving, and responding to client questions and issues.
- Assist with special projects related to process improvements and enhancements.
- Operate standard office equipment and use required software applications.
- Maintains a high rate of client retention through quality service.
- Establishes and maintains a positive working relationship with clients, agencies and coworkers.
- Performs other job duties as assigned by management.

Minimum Qualifications (Education, Experience, Skills)

- 5 years direct third-party payroll experience.
- Excellent customer services skills required.
- Human Resource, Benefits Administration, and/or Accounting experience is beneficial, but not required.
- Fundamentals of Payroll Certification or CPP certification a plus. Candidate will have the opportunity to complete these certifications after 1 year of employment.
- Proficiency in Microsoft Office (Word, Excel, Outlook), data entry and office equipment (i.e. telephone, 10-key or calculator, PC, FAX machine).
- Precise attention to detail and exceptional organizational and administrative skills required.
- Ability to work well independently and take initiative.
- Ability to prioritize and manage multiple concurrent tasks.
- A team orientation and commitment to maintaining a positive work environment.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle, or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

The noise level in the work environment is usually moderate.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills aptitudes and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Reviewed with employee by:

Manager's Name

Date

Received and accepted by:

Employee's Name

Date

Legal Disclaimer: This document is intended for informational purposes only and by no means should replace or substitute other legal documents (governmental or non-governmental) reflecting similar content or advice. If you have legal questions concerning your situation or the information provided, you should consult with an attorney.