

## **RIHousing – Payroll and Benefits Specialist**

**Salary Range - \$64,264.25-\$92,994.15**

Diversity, equity, inclusivity, and belonging are central to everything RIHousing does. We recognize that we are stronger because of our differences - whether in race, ethnicity, gender, gender expression and identity, age, sexual orientation, religion, disability, and other individual characteristics – and we place value in individual contributions and experiences. As an organization committed to serving the housing needs of Rhode Islanders, we recognize the importance of breaking down the systemic barriers that can stand in front of equal housing opportunity for all. We will work to eliminate discrimination, bias, and inequality in all our activities. We are committed to creating a welcoming and respectful environment for our colleagues and customers, lifting diverse voices, and continually embracing change.

### **What it's all about:**

The Payroll and Benefits Specialist prepares and delivers the Corporation's payroll and benefits administration. The Payroll and Benefits Specialist will ensure the accurate processing and recording of our bi-weekly payroll for all employees utilizing a third-party vendor system, ADP Workforce Now. This includes monitoring and maintaining accurate payroll and benefit records, maintaining employee records, processing payroll and benefit payments, and providing customer service to employees regarding payroll and benefit issues. The specialist must also ensure payroll and benefits compliance with applicable laws and regulations and provide accurate and timely reports to the Director of Human Resources. In addition, the Payroll and Benefits Specialist will work with benefit plan vendors, process benefit elections, and serve on the Human Resources team. They will maintain effective communication channels with their team members and provide excellent customer service to all employees throughout the organization. This position requires excellent customer service, organizational, and problem-solving skills.

### **What you'll do on a daily basis:**

The Payroll and Benefits Specialist processes bi-weekly payroll and works closely with our payroll vendor to ensure accuracy and compliance; compiles payroll data and enters data or computes and posts wages and reconciles errors to maintain payroll records using a computer or calculator; and reviews wages, vacation, and sick time computed and corrects errors to ensure accuracy of payroll. Prepares periodic reports of earnings, taxes, and deductions.

Responsible for the maintenance and routine administrative tasks supporting the ADP Workforce Now (Human Resources Information System). Inputs data into ADP Workforce Now and reviews output for accuracy. Generates and creates reports as needed. Maintains highly accurate human resource records to ensure compliance with all federal/state reporting requirements and processes employee status changes as required. Coordinates benefits administration with insurance carriers, researches and answers employee benefits questions, and maintains related records, including additions, terminations, and changes.

Provides numerous monthly and quarterly reports to the Finance department to assist in tracking retiree benefit costs, COBRA costs, vacation and sick time liability, and G/L and invoice breakdowns for grant programs. Completes quarterly Ginny Mae report calculating all employees' overall benefit and salary costs. During audit month, the Payroll and Benefits Specialist must be responsive and provide the external auditors with payroll and retirement inquiries.

The Payroll and Benefits Specialist handles all new hire orientation processes, including providing an in-depth benefit presentation to new hires. The Payroll and Benefits Specialist also ensures that all forms and documentation are properly completed to enroll the new hire in the payroll/benefit system in accordance with appropriate policies.

The Payroll and Benefits Specialist is responsible for maintaining all retiree benefits, annual increases, education reimbursements, and transportation benefits. This position provides technical and administrative support to the HR Director. Occasionally, they may perform special projects or serve on task forces as directed.

**What you'll bring to the team:**

- Preparation and processing of biweekly payroll for 250+employees while managing workflow to ensure all payroll transactions are processed accurately and timely
- Serve as a technical resource to employees, responds to inquiries regarding payroll and benefits enrollment and administrative procedures, coordinates employee benefits, administers worker's compensation, and resolves employee benefits issues. In addition, managing and coordinating the employee benefits open enrollment process and other general inquiries
- Prepare and process the agency's retirement plans for our third-party vendors biweekly
- Reconcile payroll prior to transmission and validate against confirmed reports
- Assists employees with enrolling in benefits as well as working with benefit plan vendors
- Provide monthly and quarterly reports to the Finance department for assistance in tracking employee costs
- Prepare, Process, and File new hire, status changes, and termination paperwork
- Assist with updating and developing corporate payroll policies and procedures
- Review timecards and payroll transactions for accuracy
- Reconcile employee benefit payments in ADP with invoices
- Assist with system maintenance for ADP Workforce Now
- Effectively prioritize to ensure compliance and accurate record keeping and ensure payroll is processed in compliance with state wage and hour laws
- Maintain accurate ADP employee files and payroll records
- Process garnishment paperwork and enter all other appropriate deductions in the payroll system
- Handle and resolve employee inquiries relating to payroll and benefit issues
- Perform manual paycheck and accrual calculations as needed
- Prepare miscellaneous employee reports and spreadsheets using ADP Reporting and Excel
- Maintenance of all retiree benefits, annual increases, education reimbursement, and transportation benefits
- Develop and execute our Employee Wellness Program, establishing initiatives and programs that help employees attain optimal health. Organize wellness events and provide resources for employees
- Answer employee inquiries and provide support
- Assist the Director of HR with HR interns, including assigning tasks and responsibilities

- Provide backup of duties for the HR Team
- Other additional projects/tasks as needed

**What you'll need to succeed:**

- Minimum ten years experience in payroll, benefits administration, and HRIS systems, specifically ADP Workforce Now
- Extensive knowledge of general Human Resources principles, policies, and procedures
- Proficiency in payroll and benefits software
- Understand payroll-related deductions (Benefits, FSA, retirement accounts, etc.)
- Strong analytical and problem-solving skills
- Associate degree in human resources, accounting, business administration, or related field with Accounting classes a plus (bachelor degree preferred) or equivalent work experience
- Strong computer skills, extensive working knowledge of MS Excel (intermediate level) and other MS Office software
- Understanding of FMLA, STD, and LTD payroll rules
- Self-motivated with great accuracy and attention to detail, strong multi-tasking and organization skills
- Ability to maintain confidentiality of sensitive information
- Must be able to plan and organize workload appropriately to meet deadlines
- Must be able to meet tight deadlines and juggle priorities; must be able to work independently and in a team environment
- Ability to pro-actively identify and analyze problem situations and develop a practical course of action for resolution
- Excellent written and verbal communication skills, as well as strong interpersonal skills
- Ability to work independently and in a team environment

**Not sure you meet all the qualifications? Let us decide!**

**Why RIHousing:**

- Mission-Driven Organization
- Dedicated Workforce
- Competitive salary
- Parking Stipend
- Medical/Dental/Vision/Life Insurance
- Paid Time Off
- Retirement Options
- Flexible Work Hours
- If Position Eligible, Future Hybrid Work May Be Available
- Education Reimbursement
- Onsite Fitness Classes
- Volunteer Days
- Winner of "Best Places to Work" 2016, 2018, 2019, 2021, 2022, 2023 & 2024
- PBN's Worksite Health Award 2013 - 2024

- PBN's Diversity Equity Inclusion Award 2023 & 2024

**RIHousing** strives to ensure that all people who live or work in Rhode Island can afford a healthy, attractive home that meets their needs. A good home provides the foundation upon which individuals and families thrive, children learn and grow, and communities prosper.

To achieve our mission, we:

- Offer fair, affordable, and innovative lending programs.
- Provide housing-related education to consumers and others.
- Promote and finance sensible development that builds healthy, vibrant communities.
- Provide housing grants and subsidies to Rhode Islanders with the greatest need.
- Team up with partners to improve everything we do.

**RIHousing** uses its resources to provide low-interest loans, grants, education, and assistance to help Rhode Islanders find, rent, buy, build, and keep a good home. Created by the General Assembly in 1973, RIHousing is a privately funded public purpose corporation. RIHousing requires its employees to be highly motivated and knowledgeable, have a sound understanding of the changing needs of Rhode Island's housing market, be willing to work within and toward a smoothly integrated operation, demonstrate a commitment to serve the people of Rhode Island, especially those with low and moderate incomes in need of safe and affordable homes, and possess a high level of integrity and deep respect for all Rhode Islanders, including customers, partners and fellow employees.

Please apply through our career site: <https://www.rihousing.com/careers/>

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