

Wilson-McShane Corporation
Fund Administrators
Payroll/Benefits Specialist
Bloomington, MN

**WILSON-MCSHANE CORPORATION IS SEEKING A FULL-TIME (MONDAY-FRIDAY, 8-5PM)
PAYROLL/BENEFITS SPECIALIST IN OUR BLOOMINGTON, MN OFFICE.**

PAYROLL/BENEFITS ESSENTIAL DUTIES (60%):

- Maintain employee confidence and protect operation by keeping human resource information confidential.
- Prepare and enter information regarding new hires, terminations and any changes in employees' profile.
- Process payroll for all office locations.
- Assist in preparing payroll related reports and statistics for Human Resources.
- Prepare year end statutory reporting including W-2 preparation.
- Manage the time-off request system including entering and filing requests, monitoring and auditing balances and exporting the time off into our payroll software.
- Maintain and update HRIS as required.
- Conduct audits of various payroll, benefits or other HR programs and recommends any corrective action.
- Prepare memos and other correspondence for internal staff.
- Assist in the administration of all corporate benefits programs including open enrollment.
- Perform customer service functions by answering employee requests and questions.
- Provide suggestions for process and system efficiencies.
- Follow retention schedules in Human Resources and Payroll.
- Other duties as assigned.

ADMINISTRATIVE ESSENTIAL DUTIES (40%):

- Assist with various Human Resource projects including but not limited to; creating labels, organize new hire packets, folders, and binders, and assist in recruiting activities as needed.
- Schedule interviews, trainings, and meetings internally and externally.
- Maintain and file documentation relating to staffing, recruiting, and training.
- Interprets contract language, leave and employment regulations for the purpose of ensuring compliance.
- Other duties as assigned.

To perform the job successfully, an individual should demonstrate the following competencies:

- Professionalism- Approaches others in a tactful manner; Reacts well under pressure; Accepts responsibilities for own actions; Follows through on commitments; Team Player.
- Quality- Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality; Takes pride in his/her own work; Organized.
- Quantity- Meets productivity standards; Completes work in timely manner; Strives to increase productivity;
- Dependability- Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

- Attendance/Punctuality- Is consistently at work and on time; Ensures work responsibilities are covered when absent.
- Adaptability- Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events; Ability to prioritize duties.
- Communication- Speaks clearly; Listens and gets clarification; Responds well to questions; writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Able to read and interpret written information.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Interpersonal Skills - Focuses on solving conflict. Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.
- Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Judgement - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process.
- Planning/Organizing- Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Set goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

To perform the job successfully, an individual should have the following qualifications:

- 2+ years of payroll and benefits administration required.
- Experience with Collective Bargaining Agreements highly preferred.
- Paychex Preview and/or Ultimate Software experience highly preferred.
- Associates or Bachelor's degree preferred.
- Strong working knowledge of Microsoft Word, Excel, PowerPoint, and Outlook required.
- Strong working knowledge of Microsoft Access preferred.