

Payroll and Benefits Specialist

The Payroll & Benefits Specialist, in consultation with the Human Resources team, is responsible for the accurate and timely administration of employee payroll and associated tasks, including data entry and ensuring data integrity in the HRIS, as well as the day to day administration of company benefits, leaves of absence, and workplace injuries. This position has no direct reports. As part of the administrative team, this position may also assist with overflow work assigned from administrative and other departments within CEE.

This is a full time position that provides a wide range of benefits including Paid Time Off (PTO), medical, dental, life and long term disability insurance and a retirement plan.

Background:

CEE is a community-based clean energy nonprofit with offices in the North Loop of Minneapolis and St. Paul's Midway. We provide practical energy solutions for homes, businesses, and communities to cut energy waste and harmful emissions. We collaborate regularly with field peers and partners, and employ curious people who enjoy learning and contributing to Minnesota's quality of life and economy. Our workplace invites open door communications and respect for diverse backgrounds and points of view, with an emphasis on work-life balance.

Responsibilities:

Human Resources

- Maintain strict confidentiality of employee's compensation, benefits, and personal information
- Maintain consistent attendance during established working hours
- Maintain current knowledge and expands understanding of regulations, current practices, new developments, environmental changes, and applicable laws regarding human resources
- Understand overall HR strategies, systems, and procedures across the organization
- Understand organization's personnel policies and procedures; assist in interpretation and development, maintaining and updating employee handbook on policies and procedures
- Recommend new approaches, policies, and procedures to effect continual improvements in productivity and service.
- Assist in determination and evaluation of metrics, reports, decisions, and deliverables of the HR department in relation to established goals.
- Provide support and maintenance of HRIS and other systems. Contribute to ensuring data integrity in systems and runs reports as needed.

Benefits Administration

- Assist employees with day to day questions regarding benefits and plan changes, including coverage details, premiums, maximums, deadlines, deductions, claims, and qualifying changes in status; involve benefit broker and/or carriers as needed
- Ensure enrollment, changes, and disenrollment are entered accurately and timely with carriers
- Reconcile benefits invoices (monthly and as-needed) for accuracy and timely billing administration
- Coordinate annual benefits open enrollment to include meeting logistics, forms, and communication of benefits changes; coordinate adjustments in payroll, database(s), and with benefits carriers
- Coordinate an annual health and benefits fair
- Communicate with staff and third-party administrator regarding rights and responsibilities under COBRA.

Payroll/HRIS Data Integrity

- Facilitate the accurate and timely compilation, preparation, processing of payroll data and delivery of paychecks and reports, in accordance with state and federal regulations and company policies and procedures
- Ensure system set up is correct to meet rules regarding benefits, overtime, taxes, garnishments, and accruals
- Process and data enter, as needed, employee benefits enrollment, changes, and terminations to facilitate accurate and timely payroll deductions; create and maintain HR process documents and checklists as needed
- Audit payroll and benefits records to ensure all changes are complete and reflected in payroll
- Ensure garnishment/child support set up, review, and processing
- Provide weekly/monthly reports to accounting and other departments as needed
- Perform payroll processing quality assurance reviews and identify training issues and/or problem-prone processes to ensure optimal efficiency and error-free operations; troubleshoot and resolve process issues as needed
- Maintain integrity and accuracy of personnel databases and filing systems, both electronic and physical, to include maintenance of document filing on a daily basis

Onboarding

- Coordinate the new employee orientation process to provide a comprehensive on-boarding experience for all new employees
- Coordinate with internal stakeholders for new hire orientation schedule
- Complete all required paperwork with new employees on Day One, such as I-9, W-4, acknowledgements
- Complete E-Verify for all new staff
- Provide training and support to new employees regarding company time keeping methods and expectations, payroll deadlines, documentation needs, and calendars
- Provide a full benefit orientation so that new staff understand their benefits options, deadlines, and required forms. Describe coverage options so that staff have the information they need to maximize their benefits

Leaves of Absence

- Receive and respond to employee and supervisor inquiries regarding LOA policies and processes. Educate employees and supervisors about their rights and responsibilities and accountabilities relevant to LOAs.
- Process leave cases through each stage of the process -- from classifying the leave type to applying for income protection, through the return to work process, following regulatory requirements at each stage
- Verify eligibility, monitor duration of leave, support return-to-work process, and update all involved parties
- Coordinate FMLA, ADA and workers' compensation as needed
- Ensure HRIS reflects leave status and payroll is adjusted paid time off and/or unpaid time. Ensure employee pays their portion of premiums.
- Process disability claim paperwork

Workers' Compensation/Safety

- Ensure workers' compensation and safety plans are maintained in accordance with all applicable federal and state laws
- Handle all aspects of the workers compensation process from pre-accident awareness and reporting to return-to-work to file closure
- Promote continuous improvement of safety systems that results in the reduction of accidents and ensures regulatory compliance. Work closely with insurance carrier(s) and management to reduce work-related injuries and lost time injuries.
- Recommend training in general and in response to trends
- Maintain safety and injury records as required by federal and state regulations, including posting annual compliance reports per OSHA regulations. Research and provide analysis regarding yearly modification rate.
- Continuously monitor and improve workers' compensation claims reporting process through forms, procedures and activities

Organization Support

- Coordinate occasional staff events
- Lead certain committees or work groups as requested by the HR Director and/or as relevant to HR tasks
- Assist with annual financial audit and preparation of the tax form 990
- Other duties as assigned or apparent

Qualifications/Job Requirements:

- Minimum 2 years of experience in payroll and benefits administration; full understanding of gross-to-net payroll calculation and benefits rules and compliance obligations
- Minimum 2 years of experience with payroll processing systems (UltiPro is preferred)
- Exceptional communication skills, both written and verbal are required
- Ability to work professionally with co-workers, clients and vendors, perform duties accurately, honestly and timely
- Exceptional analytical and critical thinking skills are essential
- An orientation toward teamwork
- Ability to work independently and maintain accuracy during high-volume workload timeframes is required
- Flexibility to be available during general office hours and other hours as needed, including occasional travel to the St. Paul-Midway office is required
- Develop and maintain a professional office environment and appearance (factors include: cleanliness, attire, positive attitude)
- Routinely use standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines
- May occasionally lift or move up to 25 pounds

Compensation

Dependent upon qualifications and experience.

How to Apply

Email or fax cover letter and resume to Human Resources:

Payroll and Benefits Specialist
Center for Energy and Environment
212 3rd Avenue North, Suite #560
Minneapolis, MN 55401

Resume_Submissions@mncee.org
FAX 612-335-5995

Center for Energy and Environment seeks to enrich the diversity of the CEE community and encourages applicants from a wide range of backgrounds to apply. CEE is long noted for its research, policy advocacy and programming to provide practical energy solutions for homes, businesses and communities.

Equal Opportunity Employer