

Kim Finch Cook Executive Recruiter, Inc.

Position Profile

POSITION/TITLE: HR & Payroll Administrator
REPORTS TO: Dir of Human Resources
LOCATION: Home/Corporate office

Company Info:

Hospitality industry, Privately owned, multiple location and community oriented restaurants.
National Award winning company

POSITION SUMMARY:

Payroll Administration

- Process payroll for employees; including reviewing and importing hours from time and attendance system
- Entering tax and direct deposit information, administering regulatory requirements (garnishments, tax levies, support orders)
- Resolving employee payroll inquiries and requests
- Produce ad hoc reports as necessary
- Assist Payroll Manager in the payroll processing of the biweekly payroll cycle.

Benefits Administration:

- Participate in annual benefits review, planning and administration.
- Administer benefit plans; open enrollment, new-hire enrollment and changes to coverage due to a qualifying life event.
- COBRA management – from termination, to enrollment and collecting payments for those who elect COBRA
- Point of contact for Leave of Absences (FMLA, WA state leave, etc). Advises on benefit, process and eligibility.
- Manage the Employee Wellness Program (EAP through a third party)
- Liaison with our insurance broker representative(s)
- Distribute benefit communications as necessary
- Remain up to date on all compliance matters for medical benefits under ACA, ERISA, EEO1 etc.
- Annual reporting (EEO1, ACA, Year End SAIF reporting etc.)
- Verify ACA letters
- Create and distribute quarterly eligibility hours report for hourly team members by restaurant location

L & I Workers Compensation

- Maintain records for injuries sustained by team members while at work
- Liaison with our Eberle Vivian claims adjuster (WA), SAIF (OR) and Inter-Mountain (ID)
- Ensure each location has an adequate supply of forms (SIF for WA, 801 for OR and Workers Compensation First Report (ID) as well as Prescription 1) for team members to take to urgent care, the ER or their primary care provider

Unemployment

- Respond to UI Claims in Equifax portal.
- Respond to UI new hire audit/wage requests.
- Advise GM/HR leaders and attend upcoming hearings.
- Point of contact for Team Members and former Team Members on claims, process, etc.

Compliance

- Labor reporting
- Annual ordering and distribution of required Labor Posters for all locations
- Annual ordering and distribution of required OSHA for all locations
- Respond to court ordered employment verification requests
- Audit team member files and talentReef job postings
- Updates and maintains Team Member Handbook, Policies and Benefits Overviews.

Document Management

- Maintain HR related documents in BEST and the f: drive
- Helps with training and management of online file management
- Prepare offer letters for all Management positions
- Help with onboarding documents and training Scholarship Program (Quarterly)
- Review applications as they come in

Verify requirements have been met

Verify General Manager has approved the request

Review and verify accompanying transcripts meet the minimum requirements

Obtain HR Director approval before submitting to AP for payments

- Distribute congratulatory letter and monies to each recipient (quarterly)

Education and Experience

- High School Diploma or GED required
- Bachelor's degree or equivalent experience preferred
- Hands on experience with ADP, Human Resources and or Benefits is a plus
- Demonstrated proficiency with all Microsoft Office Suite applications
- Experience in the restaurant industry a nice to have

Skill Sets for Success

- Strong written and verbal communication skills. Able to write training materials in clear, easy to read, concise manner. Understands the principles of good writing including spelling, punctuation and grammar.
- Communicate effectively, positive enthusiasm. Interact with all levels of management and staff.
- Time management
- Able to work independently and accomplish objectives with minimal supervision.
- Detail oriented
- Able to drive a car, have a clean driving record, valid Washington driver's license and car insurance. Visiting various restaurants is less than 20% of time depending on time of year.

For additional information please contact:

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