

SCVCS JOB DESCRIPTION

TITLE: Payroll and Benefits Coordinator

LENGTH OF AGREEMENT: 245 days per year

QUALIFICATIONS:

1. Minimum five years of experience working in payroll in a government agency, preferable with the State of SC
2. Excellent written and verbal skills, **MUST** be able to communicate in a professional manner
3. Proficient in Microsoft programs including Excel
4. Able to work independently and take initiative
5. Must be well organized, able to multi-task and be detail oriented
6. Knowledge and experience with PEBA retirement and benefits preferred
7. College degree preferred but substitute of training and specialized experience will be considered

IMMEDIATE SUPERVISOR: Business Manager

SALARY: Commensurate with experience

JOB SUMMARY: Responsible for semi-monthly payroll and related functions

RESPONSIBILITIES:

Payroll and Benefits Coordinator will be responsible for semi-monthly payroll processing and account reconciliations as assigned. Make payroll related imports and exports as required. Assist with data entry of payroll changes. Maintain employee files, assist with onboarding and off boarding of employees. Create and maintain payroll processing procedures as directed. Assist with Verification of Employment requests. Generates required reporting. Mails garnishments, levies, etc.

Monitors absence reports.

Coordinates enrollment of transfer of benefits for new or terminated employees, disseminates open enrollment information to employees and submits benefit changes as needed. Maintains deductions in payroll system.

Works with Business Manager to develop efficiencies and forms as needed as well as innovation with regard to human resource functions. Cross trains with other areas as needed within the Business Office.

BENEFITS: Eligible for PEBA state benefits and retirement.

Send resume, cover letter and three references to resume@scvcs.org .