

Alabama Credit Union: Position Opening

Job Posting: Payroll & Benefits Administrator

At Alabama Credit Union, our employees feel good about their careers. We create an environment rich in learning and advancement opportunities, community support activities, and chances to provide input on company initiatives. Our "Best Companies to Work For in Alabama" and "Best Credit Unions" designations say it best- our employees feel good about their lives.

The Payroll & Benefits Administrator position exists to serve our team members in 31 locations. This position will be responsible for all payroll activity (pay adjustments, HRIS entry, taxes, biweekly processing, year-end processing, timekeeping, accruals, etc.) and benefits activity (initial/life event enrollment, open enrollment, contracts, billing & deductions, contracts, ERISA compliance, HIPAA compliance, IRS Code Section 125, etc.). In return, those who hold this role get to work at one of the best Credit Unions in the country.

During a normal year in this role, the person holding this position will have the following experiences:

- Calculate and process approximately 28 payrolls, including incentives and multi-state tax filing, utilizing HRIS system.
- Manage a robust benefits program, including paid leave, medical/dental/vision/life/LTD insurance, flexible spending account, and educational benefits. Renew benefits, working with broker partners and HR lead to identify potential savings or emerging benefits that positively affect team member recruitment and retention
- Configure Open Enrollment and ensure completion of all Open Enrollment activities for the company.
- Make presentations to team members and managers (Open Enrollment, FMLA) and new team members (Onboarding-benefits enrollment) and input all new team member information into HRIS.
- 401(k) administration, including managing quarterly reviews and meetings, calculating and submitting contributions, supporting the annual 401(k) audit, conducting annual testing, and managing amendments
- Conduct after-separation activities such as benefits closure and COBRA

As this list is not comprehensive, potential candidates should understand that anything related to payroll and benefits is fair game for this position in a growing company with multiple locations. If you aren't excited about helping your team members ensure that their benefits are set up correctly during life changes, if you cannot use technology to provide benefits information to team members, and if you are not really, really detail-oriented, **this may not be the job for you.**

However, if you want the opportunity to provide education about and generate excitement about the value of a phenomenal total rewards program, provide fantastic service and support to your team members, and thrive on helping people in your workplace and community, it may be the perfect opportunity to feel good about your career!

(Qualifications continued on next page)

Feel good about your career.

Career | Contributions | Community | Development | Life

Minimum qualifications include a Bachelor's degree in Human Resources, Accounting, or a related field; three to five years of experience in HR, with preference given to those who have experience in end-to-end payroll processing. Thorough knowledge and understanding of payroll and benefits-related laws and requirements, including but not limited to ERISA, COBRA, HIPAA/HITECH, PPACA, FMLA, FLSA, Internal Revenue Code Section 125, and payroll tax laws are required. Strong attention to detail; excellent oral and written communication skills; and great organizational skills are necessary for success in this position.

Preferred qualifications include experience with benefits planning and design, and PHR/SHRM-CP certification. Accounting background is also a plus. Experience with/proficiency in UltiPro Core/Time Management is strongly preferred.

Proficient use of a personal computer is required, and will include experience with MS Word, Excel, PowerPoint, keyboarding of 30 WPM or greater, and the ability to use web based applications, including maintenance and payroll/benefits rules configuration for HRIS (UltiPro).

To apply for the Payroll & Benefits Administrator position:

Interested candidates may apply online **no later than July 14, 2019** at the Alabama Credit Union Careers page: www.alabamacu.com/Careers

Feel good about your career.

Career | Contributions | Community | Development | Life