

Penn Community Bank

JOB DESCRIPTION

Job Title:	Assistant Payroll Manager	FLSA Status:	Exempt
Department:	Human Resources	Grade:	230
Reports to:	HR Operations Manager	Location:	Perkasie

Job Summary:

Perform a variety of professional Human Resources services related to compensation and benefits, to include the processing of biweekly and other payrolls, enrollment of Team Members into various benefit plans, benefit plan administration, and leave management.

Essential Functions

The following is a list of essential functions, which may be subject to change at any time and without advance notice. Management may assign new duties, reassign existing duties, or eliminate a function.

- Implement, maintain, and review payroll processing systems (HRIS) to ensure timely and accurate processing of payroll transactions, including salaries, benefits, garnishments, taxes, and other deductions.
- Ensure accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Process the bi-weekly payrolls for the Bank, as well as monthly payrolls and semi-monthly payrolls for Director payments, deferred compensation, and phantom stock.
- Maintain Team Members timecards and make adjustments when necessary for PTO or FMLA and normal timecard adjustments
- Generate, review, and reconcile payroll reports to ensure accuracy and completeness of payroll, earnings statements, and deductions; identify and resolve discrepancies
- Assist in processing of merit increases, commission pay program, bonus plan payment, and compensation adjustments.
- Oversee maintenance of payroll records including Paid Time Off and other accrued leave.
- Review all monthly, quarterly, and annual year-end tax and payroll reports.
- Keep current on payroll system functionality and wage and hour laws.
- Administer the Bank's benefit programs, including, but not limited to:
 - Conduct bi-monthly Benefit Orientation sessions for new hires
 - Assist Team Members with their enrollment into Medical Benefit plans and the 401(k)
 - Process all member changes (additions, terminations, COBRA)
 - Verify and transmit all 401(k) contributions
 - Assist Team Members with 401(k) loans, rollovers, and distributions
 - Assist with 401(k) audits
 - Reconcile all benefit invoices on a monthly basis
 - Complete the Department of Labor 12th of month report and quarterly Multiple Worksite Report
- Manage and administer company leave programs, including Family Medical, Disability, and Worker's Comp leaves
- Maintain current files for Team Members that are out on FMLA
- Serve as lead audit liaison on HR & payroll audits, includes Workman's Compensation; provide records and documentation to auditors
- Prepare HR communication and assist with maintenance of the HR hub on the Bank's intranet. Ensure that updated information and Team Member resources are available.

- Maintain HR systems (ADP, Health Equity/WageWorks, Newport Group) by updating personnel, employment, and benefits data as needed. Ensure that all appropriate parties are informed of personnel changes.
- Responsible for maintaining accurate file records in accordance with department policy and procedure, as well as state/federal retention requirements for payroll reports and bi-weekly transaction files.
- Assist with vendor management program by preparing annual reviews for HR vendors.
- Supervise Human Resources Intern to ensure that physical and electronic files are maintained. Assign special projects as needed.
- Additional duties as assigned.

Compliance

- Comply with all applicable regulations and Bank policies regarding employment and employment law.
- Participate in annual compliance and other job-related training.
- Comply with applicable bank regulations, Bank policies and procedures.
- Comply with Bank's internal privacy and ethics standards.

Relationships and Contacts

Internal: Frequent contact with all Team Members throughout the Bank.

External: Frequent contact with potential and former Team Members; Moderate contact with HR vendors.

Education and Experience

- A minimum of a Bachelor's degree or related work experience in Human Resources/Accounting function with exposure to accounting, payroll, and HRIS systems.
- Minimum 3 years' payroll/benefits experience, including experience processing pay in Pennsylvania; multi-state taxation experience preferred.
- FPC Certification required or completed within the first twelve months of employment.
- Experience in, understanding of, and ability to explain benefit plans such as medical plans and 401k.
- Thorough knowledge of wage and hour laws.
- Strong knowledge of Federal and State employment laws such as FMLA, Americans with Disabilities Act (ADA), and other benefits such as Worker's Compensation and COBRA.
- Experience in maintaining databases, specifically time management systems and payroll processing. Experience in ADP Workforce Now and/or Workday preferred.

Skills and Competencies

- Highly developed interpersonal skills and the ability to remain objective.
- Ability to handle confidential information.
- Ability to communicate professionally, both orally and in writing.
- Must exhibit empathy and emotional intelligence, while providing a positive customer experience to all Team Members at all times.
- Ability to multi-task and remain organized.
- Strong problem-solving skills.
- High level of attention to detail.
- Proficiency in all programs in Microsoft Office Suite.

Working Conditions

Traditional office environment with the ability to work remotely on a hybrid basis; the office maintains five day a week operations (Monday – Friday) with operational hours of 8:00am – 5:00pm.

Physical Demands

Penn Community promotes an equal opportunity workplace, which includes reasonable accommodations of otherwise qualified disabled applicants and employees. Please contact Human Resources with questions regarding the physical demands of this position.

- Lifting/carrying up to 20 lbs.
- Manual dexterity for computer work
- Speaking, hearing, and vision are required to perform essential functions

Equal Employment Opportunity

It is the policy of Penn Community to provide equal employment and advancement opportunities to all individuals. For this reason, employment decisions at Penn Community will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or Team Member's race, color, religion, sex, national origin, age, sexual orientation, physical or mental disability, veteran status, or any other characteristic protected by law.