



Gateway Search Associates

Patrick F. Luddy, Jr.

215-375-7153

Payroll Supervisor/Benefits

85K-95K

Blue Bell-REMOTE during Covid (Vaccinated on site) Hybrid in 2022

We are seeking a **Benefits/ Payroll Supervisor** to provide assistance to the Director of Finance/ Human Resources in the area of payroll and benefits administration and processing.

Primary Duties:

- Ensure timely enrollment of newly benefit-eligible employees.
- Maintain enrollment changes for existing employees.
- Participate in administration of annual open enrollment.
- Resolve employee issues/ answer employee benefit questions as needed.
- Utilize Paylocity software to maintain and reconcile employee deductions, garnishments, taxes, etc..
- Reconcile insurance invoices monthly.
- Monitor COBRA compliance.
- Communicate with insurance carriers as needed.
- Ensure compliance with applicable government regulations and keep up-to-date on changing policies.
- Communicate changes as necessary.
- Works with the Director of Finance/ Human Resources to enroll employees in 401(k) plan.
- Payroll processing every two weeks.
- Maintain personnel files in compliance with DOL guidelines and regulations.
- Prepare/Develop ad hoc financial and operational reporting as needed.
- Enter data into Sage 500 accounting system and post when appropriate.

For more details please contact:

Patrick F. Luddy Jr

Director of Recruiting

Gateway Search Associates

215-375-7153 (Direct)

PFL@GatewaySearch.com