

Town of Fort Myers Beach Job Description

Position: Human Resources/Payroll Coordinator
Department: Finance

POSITION SUMMARY

The Human Resources/Payroll Coordinator will run the daily functions of the Human Resources (HR) department including hiring and interviewing staff, administering, and processing payroll, benefits, leave, and enforcing company policies and practices. Employees in this classification work under the direct supervision of the Finance Director.

ESSENTIAL JOB FUNCTIONS

- Administers employment functions for departments to include posting jobs, processing applications, conducting interviews, and selecting candidates; conducts background screening, orientation and on-boarding; processes termination and close out paperwork.
- Administers performance evaluation activities; provides guidance to managers on how to conduct performance evaluations; reviews and monitors performance evaluations; counsel's employees with performance problems.
- Administers Town benefit plans, programs, and contracts; develops recommendations, and request for proposals for new benefit plans.
- Administers employee retirement benefits; coordinates with retirement benefit representatives to hold seminars and employee appointments.
- Meets with employees as needed to discuss benefit programs and related issues; provides employees with information and assists with resolving questions, concerns and/or complaints pertaining to benefit programs and procedures.
- Required to administer and execute human resource programs including but not limited to disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale and training and development.
- Updates and maintains the employee handbook.
- Ensures accurate processing of bi-weekly payroll according to Town pay policy and practices.
- Prepares payroll and related reports for withholdings to include pensions, health insurance, retirement, etc.
- Coordinates with the outside payroll processor the receipt of annual staff W-2's.
- Maintains effective working relationships with representatives from Insurance and benefit provider companies.
- Performs other duties of this position or related positions as may become necessary or as directed by the Town Manager and/or Finance Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in human resources or related field; supplemented by five or more years' experience performing professional work in support of a variety of human resources programs/functions. The Town will require Public Human Management Certification, Senior Professional in Human Resources (SPHR) or Professional Human Resources (PHR) certification or attainment within an agreed upon deadline. Possession of a valid Florida Class "E" Driver's License with an acceptable driving record is required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Advanced knowledge of principals and procedures for personnel recruitment, selection, training, compensation and benefits, and personnel information systems
- Advanced knowledge of local, state, and federal laws related to human resources
- Ability to operate a computer using Microsoft Office products (Word, Outlook, and Excel) and learn to use applicable department and organization specific software
- Advanced knowledge of payroll accounting principles and practices
- Advanced knowledge and experience of payroll calculation and processing
- Advanced knowledge of applicable local, state, and federal rules and laws related to payroll processing and reporting
- Ability to communicate effectively verbally and in writing
- Ability to provide exceptional internal and external customer service
- Ability to organize work for timely completion

PHYSICAL/ENVIRONMENTAL DEMANDS

- Work is performed inside in an office environment.
- Possess sight/hearing senses or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.

*(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability)
This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment.*