



Payroll & Benefits Specialist

Compensation: 45-60K

Who we are:

We are inspired place makers who enhance the built environment with a focus on brand and culture - Across multiple studios, elements provides a comprehensive portfolio of products and services for the interior built environment. We combine our interiors expertise with construction capability and the collaborative, cross-functional process of human-centered design. This holistic approach to the built environment creates a seamless experience and exceptional results for our clients.

Job Summary:

The Payroll & Benefits Specialist acts as the technical expert related to all payroll and benefit duties. This position oversees the Company's payroll processing and benefit administration. Duties include supporting the processing of multi-state, bi-weekly and semi-monthly payroll for ~4 business entities; providing audit support for payroll and benefits; performing data entry; maintaining and updating employee records; and assisting with benefit administration and leaves of absence. The Payroll & Benefits Specialist reviews submitted information, makes corrections, and responds to inquiries from internal customers. The incumbent oversees all benefit administration including but not limited to administering benefit plans and all other benefits.

Essential Functions

- Maintain payroll and HR systems including, processing hourly and salaried payroll, commissions, other earnings and auditing all compensation changes, and electronically documenting changes accurately and timely with minimal supervision.
- Process income withholding orders, including garnishments, child support, levies, and prevailing wages.
- Perform data entry of employment-related information including new employees, status changes, terminations, etc. necessary for the accurate and timely processing of employee hours and earnings.
- Calculate manual checks, involuntary terminations, missed hours, and special requests as needed.
- Ensure the accuracy of the payroll records by auditing the database for status changes, demographic updates, taxes, time-off accruals, and benefit enrollments.
- Maintain and understand employee work location set up for SIT/SUTA/Work Comp.



- Manage benefit communications and administration, including enrollment and updating payroll system.
- Act as day-to-day relationship with benefits providers to ensure employee needs are being met, resolve enrollment issues, and ensure payment of benefits invoices.
- Reconcile benefit invoicing for carriers and leaves of absence.
- Assist with annual Benefits Open Enrollment, wellness events, and other related functions.
- Assist employees with payroll and health, dental, life and other related benefit claims or questions.
- Assist management in obtaining statistics and information in insurance renewal process.
- Research employee data in our payroll system and generate reports as needed.
- Complete various employment verifications for **elements** employees.
- Assist in ensuring HR policies and practices are communicated and adhered to within the company.
- Maintain files, hardcopy and electronic, per legal recordkeeping requirements.
- Inform management of sensitive issues that may require immediate attention and resolution.
- Assist with the management of small to medium special projects.
- Communicate effectively in both verbal and written forms in a timely manner with an ability and urgency to get things done.
- Other duties as assigned.

Required Skills/Abilities

- Proficient in Microsoft Office, including Excel, Word, PowerPoint, and Outlook.
- Rigorous attention to detail and highly organized, with a high degree of accuracy and follow-up skills.
- Team player with excellent communication, customer service, and interpersonal skills.
- Approachable and responsive to a variety of people and issues; self-starter; able to work independently and manage an unpredictable workload and interruptions.
- Intermediate to advanced-level expertise in Excel, including pivot tables and v-lookups.
- Ability to handle highly sensitive and confidential information in a professional manner.
- Able to work well under pressure and consistently meet strict deadlines.
- Must be able to resolve problems, to handle conflict and to make effective decisions under pressure, to exercise judgment and analysis within limited scope.

Education and Experience

- High school diploma or GED required or equivalent work experience.
- 3+ years payroll experience.
- 3+ years benefits experience.
- 3+ years human resources experience.
- Multi-state payroll law experience preferred.
- Experience using Paylocity preferred.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, (add hours)



EEO Statement

Workplace Elements provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.