



Vertical Bridge Job Description

Job Title:	Human Resources/Payroll Specialist	Date:	08/31/21
Department:	Human Resources	Location:	Boca Raton
Reports To:	Vice President, Human Resources	FLSA Status:	Exempt

Summary:

The Human Resources/Payroll Specialist performs human resources and payroll related duties and provides excellent customer service to internal and external customers in assigned areas including but not limited to: payroll, benefits, recruitment, employee relations and HRIS.

Job Functions:

Human Resources:

1. Facilitates the onboarding process for all new hires and partner with the HR Coordinator on all new hire paperwork
2. Maintaining and data input into HRIS – new hires, terminations, status changes, benefit deductions, employee information
3. Responsible for all recruiting activities such as screening resumes, coordinating candidate interviews, creating offer letters, and extending offers
4. Responsible for all monthly and open enrollment benefit activities, including life status changes, HRIS benefit module set-up and pre and post enrollment reporting
5. Review and process payments for monthly HR benefit invoices
6. Responsible for processing employee terminations including term paperwork, HRIS update, COBRA notification and IT term tickets
7. Maintain and ensure compliance on all employee records
8. Process workers' compensation claims and complete the annual workers' compensation audit
9. Provide guidance and assist employees on policy interpretation and benefit plans
10. Complete all request for data including employee/position information, child support notices and subpoena items
11. Assist with all large HR projects such as performance management, bonus planning, and company meetings
12. Assist with the charitable initiatives of the company
13. Additional responsibilities and tasks as defined by the Vice President of Human Resources

Payroll:

1. Process bi-weekly and special payrolls for multi-state, exempt and non-exempt employees using Paycom
2. Ensure compliance with both internal payroll policies and external government requirements
3. Complete all post payroll activities such as 401(k) and FSA reconciliation
4. Provide Finance department with post payroll reports and requests
5. Create with the VP HR the payroll budget and reconcile monthly
6. Responsible for the accuracy and distribution of W-2's and 1095's
7. Provide timely customer service to employees with payroll related inquiries; promptly investigating and resolving issues
8. File new applications and resolve issues with withholding and unemployment taxes in multiple states
9. Advise and implement new processes to streamline payroll as available opportunities present

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job related tasks.



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Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimum travel

Education and Experience:

1. Four year degree required, preferably in Human Resources, Business, Finance or other related field
2. Minimum four years of Human Resources experience required
3. Minimum three years' experience processing multi-state payroll required
4. Minimum two years of HRIS experience required
5. Proficient user of Microsoft Outlook, Word and Excel. Excel skills must be above average.
6. HR certification preferred
7. Maintain all company information in the strictest confidence. Adhere to internal confidentiality guidelines
8. Strong customer service skills. Ability to effectively communicate with a broad variety of people, in person, by phone and in writing
9. Demonstrated mastery balancing multiple tasks, highly organized and attention to detail required
10. Effective in an entrepreneurial culture, working independently and as part of a team

Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.

Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.