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Job Title: Payroll and Benefits Coordinator
Department: 001 – Corporate
Reports To: Human Resources Manager
FLSA Status: Non-Exempt
Prepared Date: April 2023

SUMMARY: The Payroll and Benefits Coordinator provides administrative and technical human resources assistance to the organization. This position is responsible for processing two bi-weekly payrolls, as well as administering benefits programs and maintaining human resources information including employee benefits records and employee personnel files. The Payroll & Benefits Coordinator reports to the Human Resources Manager and is an integral member of the Administration team. The position works closely with accounting staff to ensure payroll and benefits related expenses and other financial information is accurate and provided in a timely manner.

Essential Responsibilities:

- Reinforce and promote all FLOE Core Values in daily interactions with coworkers and customers.

Payroll:

- Process bi-weekly payroll in an accurate and timely manner
- 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
- Provide support to supervisors to ensure accuracy of timesheets, including generation of Time Reconciliation Reports
- Prepare and maintain accurate records and reports of payroll transactions
- Prepare and file various bi-weekly, monthly, quarterly, and annual reports
- Liaison with payroll provider to promptly address any problems and implement changes and upgrades to the payroll and timekeeping systems

Benefits:

- Administer various employee benefits programs, such as healthcare, flexible spending accounts, dental, life/AD&D/Long term disability, wellness benefits, etc.
- Verify the calculation of the monthly premium statements for all group insurance policies and resolve administrative problems with carriers
- Evaluate and revise internal processes to reduce costs and increase efficiency

General/Other:

- Reconcile monthly General Ledger and benefits deductions
- Administer FMLA
- Provide support to HR Manager and other duties/responsibilities as assigned

Education/Experience:

- AA Degree preferred or equivalent combination of post-secondary education and experience
- 2 years of progressive payroll processing experience
- At least one year of experience coordinating benefits or other Human Resources programs

- Demonstrated skills in Microsoft Office, including Word, Excel, PowerPoint and Outlook
- Demonstrated expertise with payroll and timekeeping systems – Paycom experience is a plus
- Ability to establish and maintain positive working relationships with others
- Ability to communicate effectively with diverse audiences using appropriate and effective communication tools and techniques
- Ability to work cooperatively and effectively with managers and team members to resolve problems and recommend changes that enhance organizational effectiveness
- Ability to assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interest of the organization