

Job Posting

Job Title:	Payroll/HR Specialist
Location:	501 Wampanoag Trail, Suite 301, East Providence RI 02915
Schedule:	35 hours, Monday-Friday, 8:30 – 4:30
Exempt/ Non-Exempt	Exempt
Travel:	5%

About Us

The Rhode Island Interlocal Risk Management Trust (“The Trust”) is the pioneer and undeniable leader of intergovernmental risk-sharing pooling in Rhode Island. As a Member-owned and managed organization, The Trust’s overarching goal is to provide its Members with the highest standards of service, risk management and insurance programs. The Trust is recognized as local government’s premier one-stop source for Property/Liability, Workers’ Compensation, Health, Dental, Life, Other Post-Employment Benefits (OPEB) and Wellness, and widely lauded for its excellence in risk management and loss prevention services.

Core Responsibilities

- Provide support to the Human Resources Consultant.
- Maintain accuracy and integrity of payroll software (ADP) including but not limited to data entry and rules, policies, tables, etc. within the software
- Main point of contact for payroll and payroll software (ADP) to include, but not limited to, staff training, answering questions, resolving issues, resetting passwords, etc.
- Process bi-weekly company payroll.
- Responsible for the oversight and maintenance of the payroll and paid time off (PTO) processes.
- Create and run various payroll reports
- Maintain payroll spreadsheet tracking all changes.
- Monitor part-time employee schedules, and adjust hours worked as needed.
- Create pay memos to coincide with all employee changes, deliver checks and pay memos.
- Establish and maintain payroll files.
- Process new hires, leaves of absences and terminations in ADP.
- Process all employee changes related to payroll and PTO (rates/retro rates, annual review dates, tax deductions, ICMA deductions, employee benefit deductions, vacation/sick/personal time, unpaid time off, direct deposits, garnishments, etc.).
- Perform pay projections, calculations, ad-hoc calculations as needed relative to retro pay increases, ICMA percent increases, partial pay, final pay out, etc.
- Responsible for the annual preparation of employee W-2 Forms.
- Track company property in ADP (cell phones, credit cards, laptops, vehicles, etc.).
- Assist with employment recruiting process (post jobs, screen resumes, conduct phone screening interviews, send applicable communications to candidates, set up interview schedules, prepare offer letters, etc.).
- Conduct reference checks and process background checks for new hires.



- Coordinate action items with applicable departments for new hires, position changes and exiting employees.
- Create and distribute welcome packets to new hires.
- Maintain new hire documents and orientation program.
- Conduct new hire orientation.
- Train new and current employees on ADP software.
- Assist with Open Enrollment process including communication and presentation at meetings.
- Responsible for annual open enrollment changes to ADP tables, Finance master document, employee deductions and benefit vendors.
- Maintain benefit enrollment, changes and terminations with vendors (BCBSRI, Delta Dental, ICMA, London Health-FSA, UNUM).
- Responsible for benefit billing reconciliations.
- Track COBRA enrollees and payment of premiums.
- Process State and Federal requests (unemployment, TDI).
- Respond to all employment verification requests (employers, lenders, housing, etc.).
- Maintain company personnel, payroll and benefits files.
- Assist with development and implementation of employee training programs.
- Track performance reviews and send reminders to Supervisors.
- Other duties as assigned

Qualifications

Degree in Business Administration or Human Resources Management preferred. 5 years of payroll processing experience desired. Must possess a valid driver’s license for occasions when travel is required for company events.

- Considerable knowledge of Microsoft Office Suite with advanced knowledge of Excel.
- Familiarity of databases, including automated payroll system.
- Proficiency in the processing of bi-weekly payroll with accuracy.
- Must possess a high degree of discretion and hold all information in strict confidence.
- Must possess excellent interpersonal skills including ability to effectively deal with Members, staff, vendors and guests in a professional, courteous manner.
- Ability to effectively communicate, both orally and in writing.
- Ability to think through situations, weigh factors involved, and make sound decisions.
- Ability to pay attention to detail, plan ahead and execute in an orderly fashion.
- Ability to learn quickly and retain what is learned.
- Ability to multi-task, prioritize workflow and work independently.
- Ability to stay on established schedules and follow through on assignments.
- Ability to read, write and speak the English language fluently.
- Willingness to adjust set work schedule when possible to accommodate company needs.

Benefits

- Health and Dental Insurance
- Group Term Life and Accidental Death and Dismemberment Insurance
- Group Long Term Disability Insurance



Retirement Benefits
Health Spending Account
Continuing Education
Employee Assistance Program
Paid Time Off

Send Resume and Cover Letter
Email: hr@ritrust.com
Mail: Rhode Island Interlocal Risk Management Trust, 501 Wampanoag Trail, Suite 301, East Providence, RI 02915 Attention: Human Resources

Please read the qualifications for this position carefully. The successful applicant will have to get up to speed quickly and therefore, we will only consider those who meet all the criteria listed above.

The Trust is proud to be an equal opportunity employer.