



## Job Description:

The Benefits & Payroll Services Team exists to attract, retain, and retire top talent by providing a precise, industry leading, and seamless benefits and payroll experience. We offer benefits and payroll solutions to a diverse and growing set of both domestic and international entities while influencing organizational strategy with a focus on financial discipline, ingenuity and compliance.

This role will serve as a liaison to multiple WinShape entities and will ensure compliance with rules, regulations and organizational controls. As a Sr. Coordinator in the Benefits & Payroll Services team, this individual will be responsible for processing payroll for select groups of employees and also communicating effectively with the Talent function for these employee groups. This individual will have broad knowledge on payroll matters and will participate in project work, cross-functional work within Financial Services, and be a resource for those with less experience. Also responsible for compliance and effective administration of welfare benefits plans serving the WinShape entities.

## Job Responsibilities & Activities:

### **Responsibilities Include**

- Serve as Payroll & Benefits liaison to the WinShape Foundation Talent Department
- Compile and process employee time and payroll data from timekeeping system and other payroll records
- Verify, enter, and reconcile earnings, deductions, and other payroll data
- Responsible for full scope of weekly, biweekly, and monthly payrolls
- Coordinate seasonal Camp employees payrolls utilizing a contractor
- Ensure state tax, wage and hour rules are applied correctly
- Design and update reports for general ledger entry
- Design and compile reports as needed by leadership
- Respond to complex employee inquiries about payroll or benefits
- Assist WinShape Talent Department with annual raise process
- Possess advanced ACA and benefits knowledge
- Ensure integrity of data and influence innovation in data collection
- Troubleshoot system issues and work with IT to resolve problems
- Ability to manage multiple projects and deadlines with minimal supervision
- Act as a resource for staff with less experience
- Other payroll processing tasks as needed
- Demonstrate a positive influence on peers while supporting Financial Services goals and initiatives
- Engage in development activities including department and team meetings, conferences, seminars, milestones, lunch and learns, and interdepartmental engagement.

## **Qualifications**

### Minimum Qualifications:

- 5 years of experience
- Bachelor's Degree
- Payroll and Payroll Tax experience

### Preferred Qualifications:

- 5-7 years of experience
- Bachelor's Degree
- CPP Certification

Minimum Years of Experience: 5

Travel Requirements: 10%

## **Education**

Required Level of Education: Bachelor's Degree

Minimum GPA (if applicable):