

The Highlands at Wyomissing is excited to welcome a **Payroll and Benefits Specialist** to their team!

**Essential Functions:**

- Prepares and finalizes weekly and bi-weekly payrolls for the assigned entities of the company.
- Responds to payroll inquiries and requests within established guidelines. Provides guidance and educates employees as needed to resolve pay or time discrepancies and ensure payroll is accurately processed.
- Develop a close working relationship with internal partners such as the Finance team, benefits, IT, etc. To quickly resolve issues and handle special requests.
- Uses UltiPro payroll processing system to produce accurate and timely payroll.
- Ensures compliance of current applicable local, state and federal wage and hour and payroll laws and regulations.
- Prepares weekly, monthly, quarterly, and year-end reports (gross payroll, hours worked, PTO and IPA accruals based on lifetime hours and/or years of service, tax deductions, benefit deductions, etc.) for management, and ensures accuracy of data.
- Prepares reports as required by auditors for the annual audit of financial records and the 403(b)-retirement plan. Prepares the annual census file and other documentation that may be required for the IRS Form 5500 on The Highlands 403(b) Pension Plan.
- Facilitates management and employee understanding of payroll procedures.
- Maintains human resource management system records and compiles reports from the database. Ensures data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities within the HRMS. Supports upgrades, patches, testing and other technical projects as assigned.
- Reviews and approves employee eligibility for benefit plans, may review benefits with employee and processes enrollment, cancellation, or changes. Separation of duties with HR Generalist.
- Maintains and distributes list of new and cancelled employees under each benefit plan and verifies benefit billing accuracy and processes for payment.

**Education and Experience Requirements:**

- Associate degree and 3-5 years of payroll/HR experience. A bachelor's degree and payroll and benefits experience preferred.
- PHR or SHRM-CP, or ability to obtain certification within 12 months
- Certified Payroll Professional (CPP) (Preferred)
- Experience in health, human services or community services field (Preferred)
- Maintains current knowledge of applicable local, state and federal wage and hour and payroll laws and regulations.
- Strong follow-up skills and ability to work with little or no supervision, exhibiting strong proactive and efficient work ethic.
- Results driven and comfortable operating with high expectations and accountability.

- Comfortable and agile working with technology; Proficient in MS Office and other applications
- Ability to function in a fast-paced environment, with competing priorities and deadlines
- Strong analytical, assessment, and problem-solving capabilities
- Demonstrated relationship building and influencing skills with experience providing complex and confidential support in a high-profile environment
- Demonstrated interpersonal communication and presentation skills, verbal and written

If you're interested, please reach out to [jakeck@herbein.com](mailto:jakeck@herbein.com) or scan the QR code below to apply:



*The Highlands at Wyomissing is an Equal Opportunity Employer (EOE)*