



Prairie Energy Cooperative

POSITION DESCRIPTION

Job Title: Benefits (HR) & Payroll Administrator

Department: Human Resources / Executive

Reports to: CEO

JOB SUMMARY:

Directly responsible for the overall administration, coordination, and evaluation of the human resource functions. Manages the overall provision of human resource services, policies and programs for the cooperative. The major areas include processing payroll, compensation, benefits, employee relations, recruitment and retention, labor relations, maintains personnel records, processes all insurance claims, employee wellness, organizational development and planning, employee recognition and activities, government compliance, new employee orientation, and training. Will direct and coordinate human resources efforts across the company to ensure compliance with all applicable laws and policies in order to create a positive working environment for all employees, which will, in turn, minimize the frequency and severity of employee complaints, grievances or litigation. Provides senior management with counsel and guidelines on all human resources issues.

DUTIES & RESPONSIBILITIES: The following duties are not inclusive in the total performance of this position; circumstances may change, requiring responsibilities and duties to be temporarily altered.

A. Human Resources

- Develops and maintains a human resources system that meets top management information needs.
- Administers benefits programs such as insurance (life, health and dental), pension plans, vacation, sick leave, leave of absence, employee assistance, etc.
- Keeps records of the benefits programs, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for various reporting organizations.
- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Develops, recommends and implements employee policies and procedures. Prepares and maintains the Cooperative's employee handbook on policies and procedures. Conducts a continuing study of all human resources policies, programs and practices to keep management informed of new developments. Serves as a resource to employees seeking answers to questions on policies and procedures.
- Develop and maintain Standard Operating Procedures (SOP's) that enhance and clarify employee and union policies.
- Administers all property, casualty, auto, workers' compensation, and liability insurance programs. Handles all claims, reporting, tracking, and progress. Responsible for maintaining the DART records. Completes annual OSHA reporting. Works closely with Federated Rural Electric Insurance Exchange.
- Associates annual or renewal insurance documentation to the appropriate department, e.g., insurance cards for cooperative vehicles.
- Processes miscellaneous receivables for human resource-related invoicing such as former employee's medical insurance premiums. Manages account set up, invoicing, and collection of past due balances.
- Accountable for tracking and recording any employee that works from home by using the established telecommuting agreement and guidelines.
- Responsible for all job descriptions and organizational charts.
- Posts Union vacancies as required by the existing Union Contract on file. Posts all other non-union vacancies. Receives employee applications, interviews applicants or offers advice to other staff doing interviews, making sure all federal and state laws are complied with.

- Maintains personnel files for each employee in compliance with state and federal regulations.
- Administers and keeps records for other internal programs such as wellness or health programs, drug testing, physicals, hearing tests, etc. Runs the annual query of CDL drivers in the DOT Clearinghouse.
- Serves as the cooperative's HIPAA Privacy Officer and contact person.
- Administers personnel-related matters and provides counsel to employees in resolving job-related or personal issues.
- Oversees the Cooperative's succession planning process by identifying skill gaps and training needs, boosting morale and retention by investing in employees and planning for retirements.
- Collects information and provides input for union negotiations.
- Prepares annual budget of human resources department.

B. Payroll

- Prepares, analyzes and implements semimonthly payroll transactions for hours worked, personal time off, employee benefits, applicable benefit deductions, and taxable benefits.
- Trains all employees on daily timesheets and verifies timesheets for accuracy before running payroll.
- Prepares and analyzes periodic payroll reports, payroll schedules, accuracy of payroll related journal entries, and performs account reconciliation using established policies, procedures and guidelines on a timely manner.
- Monitors and remits federal, state and local taxes, applicable federal and state unemployment and insurance taxes, Social Security contributions, employee benefit contributions, garnishments, and other deductions to ensure accuracy of individual pay.
- Completes the IRS Form 941 - Employer's Quarterly Federal Tax Return, IRS Form 940 – Annual Federal Unemployment, and Quarterly Iowa Workforce Development State Unemployment.
- Responsible for year-end payroll processing procedures and reports including IRS W-2's and W-3's forms.
- Responsible for setting up new-year payroll processing procedures.
- Prepares miscellaneous salary data and compliance reports as well as retirement contribution data to NRECA as required.
- Analyzes payroll reports, statements, records and making recommendations to improve payroll process.
- Evaluate and implement appropriate payroll policies and controls and payroll processing and system enhancements to increase efficiency.

C. Customer Service, Member Services, Billing, & Finance-Accounting

- At times, may assist these departments during planned and unplanned schedule changes.
- At times, assists with phone calls into the office.
- At times, may assist processing payments, including credit cards, from: walk-in customers, mail, online, over the phone, and ACH. Balance cash drawer and make deposits.
- At times, may assist in providing information and assisting with the annual audit.
- At times, may help with finances and accounting as deemed necessary.

D. General/Other

- Maintain a teamwork approach and attitude towards all co-workers.
- Complete all other duties as assigned to meet the department and cooperative goals.
- Observe all policies and procedures.
- Responsible for some aspects of safety, regulatory and compliance reporting and procedures.

POSITION REQUIREMENTS

A. Education & Experience

Requires a bachelor's degree in Human Resources, Business Administration or other business-related field. Five years of office experience required. Must have outstanding written and oral communication skills. Must have demonstrated teamwork skills and flexibility in work hours. Should have experience in working with multiple tasks, meeting multiple schedules and the ability to withstand job pressures. Proficient in Microsoft Office. Should be willing to attend appropriate industry trainings and conferences. Cooperative experience is a plus. PHR or SPHR certification is preferred.

B. Knowledge, Abilities, & Skills

Must have a good knowledge of general office procedures, record keeping and computers. Knowledge of rural electrification and cooperative programs is helpful. Should be detailed oriented and well organized. Must demonstrate initiative, dedication, positive attitude, capable of communicating effectively and professionally with directors, employees, member-consumers and business professionals.

Should have considerable skill in effectively dealing with a variety of people under difficult circumstances. Should be able to handle and transmit information over the phone or radio. Must have ability to express oneself orally and in writing and to work with people. Must have the ability to type with speed and accuracy sufficient to complete assigned duties. Must be able to compose correspondence and use basic information and data in developing reports. Must have familiarity with other basic management practices.

Must maintain high level of confidentiality as well as discretion in all aspects of position as relates to department.

C. Work Conditions

Must have the ability to work steadily for prolonged periods of time, working with several people, doing a variety of tasks, with many interruptions, deadlines, requiring a high degree of accuracy and under a heavy workload, if necessary. Mostly work at desk with some standing, reaching, bending, lifting, grasping and fine motor skills required. Travel and over night stays are required occasionally.

Requires exertion of up to 10 pounds of force occasionally and/or a negligible amount of force frequently. Light lifting of generally 10 pounds or less. Requires repetitive motions with hands and fingers such as dialing and keyboarding. Must be able to use office equipment such as a copier, computer and printer. Must be able to read, write and do arithmetic. Requires analyzing data, creating reports and conducting research.

D. License and Certification

Valid driver's license required.

E. Classification

This is a non-union / exempt / full-time position. Does not supervise any employee.

F. Disclaimer Statement

- The employer reserves the right to change or assign other duties to this position.
- The basic requirement of every position is to perform all tasks as assigned by your supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship status.