



JOB DESCRIPTION

Job Title: Human Resources/Payroll Manager

Location: Marshfield

Reports To: CFO

Department: 801

Principle Duties and Areas of Responsibility:

- Develops and administers company-wide human resources policies, procedures, and practices in accordance with stated company objectives and federal and state legal requirements
- Coordinates recruiting, interviews, and retention strategies
- Coordinates hiring process, including but not limited to conducting background and reference checks, issuing job offers and scheduling pre-employment exams
- Hires, trains, supervise, motivates, and develops staff; while managing schedules and workflow
- Develops, implements, and manages payroll practices, policies, and procedures
- Coordinates administration of workers' compensation, unemployment claims, COBRA, and FMLA
- Responds to inquiries regarding policies and procedures
- Assisting with disciplinary action as needed up to and including termination of employment
- Develops and administers employee evaluations and payroll increase procedures
- Assigns duties and monitors quality of work; assures staff conforms to organizational policies and procedures and government regulations
- Coordinates distribution/communication of projects including but not limited to employee handbook, 401(k), benefits, and payroll
- Assists in the preparation and analysis of annual benefits renewal
- Oversees preparation of bi-weekly and monthly payrolls
- Oversees preparation of month-end journal entries and additional information for Assistant Controller
- Oversees preparation of month-end, quarter-end and year-end payroll reports
- Oversees payroll-related functions including but not limited to processing new hires, termination and/or status changes, tax changes, wage garnishments, deductions and direct deposit
- Oversees preparation of year-end non-discrimination testing, 5500 completion, annual 401(k) audit, and profit sharing & match calculation and verification
- Performs other related duties as assigned by management

Skills and Abilities:

- Strong organizational, problem-solving, and analytical skills
- Demonstrated proficiency in supervising and motivating subordinates
- Commitment to excellence and high standards
- Excellent written and oral communication skills
- Ability to manage priorities and workflow
- Versatility, flexibility, and a willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a member of various teams and committees
- Strategic thinker who can see long-term goals and balance against short and intermediate term needs
- Proven ability to handle multiple projects and meet deadlines
- Strong interpersonal skills



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- Ability to effectively communicate with people at all levels and from various backgrounds
- Good judgement with the ability to make timely and sound decisions
- Creative, flexible, and innovative team player

Qualifications:

- Bachelor's degree or equivalent, two to three years related experience, or equivalent combination of education and experience
- Working knowledge of HR & payroll laws and regulations
- Experience in all HR concentration areas such as benefits; compensation; workforce planning and employment; employee relations; strategic management; performance evaluations; and training
- Experience in all Payroll concentration areas such as payroll preparation; new hire reporting; payroll taxes; payroll tax reporting; wage garnishments; and support payments

Direct Reports:

- Payroll/Accounting Clerk

Physical Requirements:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Use these codes to complete this section: "F" for frequently; "O" for occasionally; "N" for not at all.

Physical Activity

On the job the employee must:

- | | |
|---------------------------------------------------------|---------------------------------|
| <input type="radio"/> Bend | <input type="radio"/> Sit |
| <input type="radio"/> Squat | <input type="radio"/> Stand |
| <input type="radio"/> Crawl | <input type="radio"/> Walk |
| <input type="radio"/> Climb | <input type="radio"/> Push/Pull |
| <input type="radio"/> Kneel | |
| <input type="radio"/> Handle objects (manual dexterity) | |
| <input type="radio"/> Reach above shoulder level | |
| <input type="radio"/> Use fine finger movements | |
| <input type="radio"/> Repetitive movement | |
| <input type="checkbox"/> Other _____ | |

Must carry/lift loads of:

- Light (up to 25lbs.)
- Moderate (25-50lbs.)
- Heavy (over 50lbs.)

Physical Exposure

On the job the employee:

- Is exposed to or excessive (circle) noise
- Is around moving machinery
- Is exposed to marked changes in temperature and/or humidity
- Is exposed to dust
- Is exposed to fumes
- Drives motorized equipment
- Works in confined quarters
- Unprotected heights
- Other _____



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Physical Ability:

Acceptable Minimum

Vision:	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Poor	<input type="checkbox"/> Blind
Color Vision:	<input type="checkbox"/> Normal	<input checked="" type="checkbox"/> Impaired	
Hearing:	<input type="checkbox"/> Normal	<input checked="" type="checkbox"/> Moderate Loss	<input type="checkbox"/> Deaf
Talking/Speech:	<input checked="" type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Mute

APPROVALS:

Pam Warosh, CFO

Date

Human Resources

Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
