**T’s Restaurant Group**

**POSITION TITLE:** Payroll/Benefits Coordinator (Part Time – 20+ Hours)

**DEPARTMENT:** Administrative

**REPORTS TO:** Chief Talent Officer

**SUPERVISION EXERCISED:** N/A

**STATEMENT OF DUTIES:**

The Payroll & Benefits Coordinator is responsible for payroll processing, employee benefit administration, record management, and recruitment supervision. The Payroll &

Benefits Coordinator may support other human resource functions, programs and initiatives which may include, but is not limited to, employee recognition, compensation, performance management, policies and procedures, and compliance with state, federal and municipal regulations.

**ESSENTIAL FUNCTIONS, DUTIES, AND RESPONSIBILITIES:**

**Operational Responsibilities**

* Ensures proper and secure protocol for payroll is observed during regular payroll processing.
* Implements and maintains payroll/HRIS system upgrades and enhancements.
* Prepares reports as required – tax/government reports, schedules, payroll, benefits, HR reports, etc…
* Maintains employee records – employee file and/or in Payroll/HRIS system.
* Administers time and attendance policy/paid leave policy for employees.
* Continually administers benefits program with accuracy and efficiency, regularly reviewing benefits offerings for cost efficiency and enhancements.
* Ensures timeliness and administrative protocols are followed in regard to team members benefits enrollment and terminations, and the open enrollment process.
* Performs benefits and payroll program audits, to ensure compliance with government and vendor requirements.
* Supports the recruitment process to ensure compliance with posting job openings, onboarding and offboarding of team members.
* May responds to unemployment/disability/workers comp claims as required.
* Manages COBRA process.
* Supports special project needs as requested.
* Ensures that proper security procedures are in place to protect team members,

guests and company assets.

* Fully understands and complies with all federal, state, and municipal regulations as required.

**Guest Service**

* Ensures that all internal (Team Members) and external guests feel welcomed and are given responsive, friendly and courteous service at all times.
* Responds to complaints, taking any and all appropriate actions as required to solve problems presented.

**Team Building**

* Promotes the T’s team spirit of positivity and team centered approach.
* Creates a culture of fairness by following T’s guidelines, processes and policies, and training programs, and by maintaining healthy boundaries with team members.

**Other Duties**

* Performs other duties as assigned.

**EDUCATION AND EXPERIENCE**

**QUALIFICATIONS:**

* High School Degree required; college degree preferred.
* A minimum of two years payroll and benefits management experience is required.
* Proficient with Microsoft Office (MS Word, Excel) and Google Office Management.
* Proficient with Payroll/HRIS Programs (ADP/Paylocity).
* Must be flexible with time and able to adjust and adapt to a changing work environment.
* Must possess a valid driver’s license, as travel between restaurants may be needed.
* Excellent written and verbal communication skills. Proficient in the English Language.

**PREFERRED**:

* Experience with Point-of-Sale Systems.
* Experience with the use of Paylocity HRIS System.
* SHRM and/or HRCI Certification

**NOTE**:

* Must be eligible to work in the United States.
* Must agree to background and/or credit check.

**PROFESSIONAL REQUIREMENTS:**

* Is a strong self-motivated problem solver, able to work under deadlines/timelines, multi-task, and produce consistent, accurate results.
* Must be able to build and maintain strong positive relationships.
* Uses sound judgment and discretion in dealing with highly confidential information.
* Demonstrated commitment to exemplary customer service.
* Must possess good communication skills when dealing with diverse staff and potential candidates.
* Self-disciplined, may take initiatives.
* Possesses excellent organizational, interpersonal, and collaboration skills.
* Adheres to job responsibilities and performance objectives.

**WORKING CONDITIONS**

* Hours may vary
* Sit, stand, and view computer screen for extended amount of times.
* Work in various settings – office, restaurant, other.
* Ability to perform all functions at the restaurant level.
* Work with various office equipment and answers phones.
* Ability to lift up to 25 lbs.

**POSITION STATUS:** This is a part-time position (20+ hours per week).

**PAY SCALE: Non-Exempt** - $18 to $22 per hour

**T’s Restaurant Group is proud to be an Equal Opportunity Employer, committed to a diverse and inclusive work environment.**

**UPDATED:** February 2022/September 2022