



The Payroll/Benefit HR Administrator will support the Performing Arts Center Authority through the administration of Payroll and Human Resources processes to ensure all requirements and regulations established internally and by state, local and federal governments are met.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Processes bi-weekly payroll timely and accurately for all PACA employees.
- Prepare and maintain human resource information for all employees including determining eligibility for benefit programs offered by the Authority.
- Administer HR processes including hiring and termination and ensure all details of employees' paperwork is prepared and maintained according to established regulations and guidelines.
- Will act as administrator of all benefits programs such as life, health, dental and disability, insurance, pension plans and other employee assistance plans and will maintain and process records of payment for all benefit plans.
- Interpret and administer leave programs and policies in accordance with the applicable federal and state employment laws (FMLA, ADA, USERRA, Pregnancy Discrimination Act etc)
- Provide account reconciliation support to Accounting including the quarterly 941 Report reconciliation to General Ledger and the Payroll system.
- Support Human Resources in promoting adherence to all HR policies and procedures.
- Assist management in the appropriate resolution of all employee relational issues.
- Ensure information on personnel transactions such as hires, promotions, transfers, terminations and employee statistics needed for government reporting are accurately maintained.
- Meet with new employees and provide employment and benefit program information.
- Independently investigate workers comp accidents and prepare reports for insurance carrier.
- Identify legal requirements and government reporting regulations affecting human resource functions and ensure policies, procedures and reporting are in compliance.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires a minimum of five (5) years Payroll and Human Resource work experience, preferably in a non-profit organization.
- Requires a working and up-to-date knowledge of government regulations effecting all employees and their employment and benefits.
- Skilled in Human Resources, Payroll and Accounting software-based processes.
- Able to create verbal and written instructions in English at the corporate level.
- Ability to read and interpret documents such as local and federal HR laws, safety rules, operating and maintenance instructions, and procedure manuals.
- Able to work effectively and efficiently in a faced paced environment.
- Able to develop and implement effective presentations, as necessary.
- Able to effectively and professionally present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **REQUIRED EDUCATION AND EXPERIENCE**

- AA or higher: Human Resources/Business or any equivalent combination of experience.
- Experience in Ultimate Software highly preferred.

Interested candidates should submit their resume to: [humanresourcesearch@browardcenter.org](mailto:humanresourcesearch@browardcenter.org).