



Job Description

Position Title: Benefits and Compensation Coordinator
Established: August 1, 2015
Classification: Full Time Regular Staff
Job Location: Grand Rapids, Michigan
Reports To: Associate Vice President of People and Organizational Development
Direct Reports: Seasonal Human Resources Support
Key Relationships: Hiring and Communications Coordinator, OVR Business Services Coordinator, Finance Manager

Position Summary

The Benefits and Compensation Coordinator is responsible for the coordination and administration of employee compensation programs and employee benefit administration.

Key Job Functions

- Administrate bi-weekly payroll including processing and monitoring all payroll changes. Key point person for payroll system and personnel file information and software.
- Administer and process employee benefit programs which include vacation bank, life, health, dental, AD&D, WDI (Weekly Disability Income), LTD, FMLA Compliance, Flexible Spending Accounts, Health Savings Accounts, COBRA, Work Comp Claims and 401K Retirement Plan. Assist and advise employees on benefit related issues and update and revise forms for benefits as needed.
- Review and prepare monthly statements for agency benefit plans and process changes to employee benefit records as they occur, assuring accuracy in benefit levels.
- Oversee verification of employment requests, FOC garnishments and DOT checks for required personnel.
- Assist in administration and execution of ministry staff performance processes, policies and practices including the administration of annual merit and incentive increases.
- Serve as a liaison with benefit contacts, assisting with the renewal of contracts while maintaining compliance.
- Complete other duties as assigned by the AVP of People and Organizational Development.

Experience and Qualifications Requirements

- Commitment to the mission and ministry philosophy of SpringHill
- Bachelors Degree in Business or equivalent experience is preferred
- Minimum of 2 years experience in payroll and benefits administration
- Knowledge of current regulations and law dealing with employee procedures, record keeping and EEO practices
- Proficient with word processing and spreadsheet software and efficient math skills
- Excellent written and verbal communication

Working Conditions and Physical Requirements

- Must be able to lift, bend, and twist
- Ability to push and pull loads
- Must be able to lift frequently up to 35 lbs.; occasionally 35-100 lbs. with assistance
- Good hand-eye coordination

The above statements are intended to describe the general nature, types of work performed and qualifications required of staff members assigned to this position. They are not intended or should be taken as an exhaustive list of and responsibilities, duties, and requirements of personnel so classified. All indicated qualifications, duties and functions are essential job functions for purposes of the Americans with Disabilities Act (ADA).

Revised on: 12/13/2015