

CLIENT OVERVIEW

An established medical and therapeutic supply company in the Western Suburbs of Chicago is seeking a Senior Manager in Human Resources Operations.

POSITION SUMMARY

Reporting to the Vice President of Human Resources, the Senior Manager, Human Resources Operations has overall responsibilities for HRIS, payroll, benefits, compensation and HR compliance.

ESSENTIAL DUTIES

HRIS

- Systems leader and administrator for ADP Workforce Now which includes, HR, Payroll, Time & Attendance, Applicant Tracking, Performance Management & Benefits
- Strong understanding of HRIS database design, structure, functions and process
- Responsible for all reporting needs including: regularly scheduled reports, custom ad-hoc, annual compliance, monthly metrics, custom interfaces, etc.
- Monitor day-to-day systems operations including interfacing with internal departments and external vendors
- Lead critical related projects such as process documentation, deployment and end-user training and documentation
- Responsible for data imports
- Overall responsibilities for data integrity, data protection, data accuracy and data extracts
- Review, test and implement new applications and/or upgrades/patches as well as create/updated end-user documentation
- Responsible for system security level setup and maintenance ensuring confidentiality of data
- Oversee data entry & buddy check for new hires, changes, terminations and any other employee record changes
- Provide business partnership to HR, IT, Finance as well as other internal partners to analyze work process design and flow of data requirements
- Other HRIS duties as assigned

Payroll

- Responsible for overall US and Canadian payroll function
- Review and approve bi-weekly payroll for 800+ US employees in multiple states and local tax jurisdictions
- Act as backup for bi-weekly US and Canadian payroll processing
- Provide guidance to Sr. Payroll Analyst as needed regarding

- payroll/Tax/Garnishment questions and/or issues
- Coordinate with Sr. Payroll Analyst to ensure tax notices and issues are resolved in a timely manner
- Ensure documentation and record retention is in accordance with company policies and procedures
- Improve payroll processing, systems and reporting
- Ensure confidentiality of payroll files, systems and reports
- Other payroll duties as assigned

Benefits – Health, Welfare & 401K

- Oversee annual renewal for US (with a separate Hawaiian plan) & Canadian benefits
- Oversee US open enrollment process
- Respond to employee benefit questions and resolve issues by working with benefit carriers and/or benefit broker
- Responsible for annual benefits 5500 and compliance reporting
- Responsible for annual 401K 415 & coverage testing as well as 5500 and compliance reporting
- Responsible for distribution of required plan documents and/or notices such as SPD, SAR and others when applicable
- Oversee NDT testing and coordination of communication and refunds, if necessary
- Ensure annual PCORI filing (FORM 720) is completed in a timely manner
- Manage ACA requirements and compliance
- Oversee benefit billing in coordination with the Analyst
- Prepare communications as needed
- Constantly review process for efficiencies and improvements
- Create/Update process documentation
- Oversee COBRA administration
- Responsible for Canadian benefit renewals, communication and questions
- Other health & welfare duties as assigned

Other

- Oversee HR Inbox
- Oversee Employee paper and electronic files
- Oversee all leave administration
- Responsible for outplacement data and billing
- Approval of benefits billing
- Responsible for US employee handbook updates
- Manage vendor relationships

- QUALIFICATIONS**
- Bachelor's Degree in HR, business, or relevant related degree
 - 6+ years HRIS experience
 - 5+ years Payroll experience
 - 4+ years ADP HR/PR experience
 - 3+ years managing a team
 - Compliance reporting (AAP, EEO & Vets)
 - Excellent written and verbal communication
 - Strong excel skills (v-lookup, pivot tables, formulas, charts, etc.)
 - Strong attention to details and ability to prioritize work in an ever changing environment