

ARROWHEAD



HR & Payroll Specialist

Arrowhead Promotion and Fulfillment Co. Inc. is a leading promotional marketing services provider, and a company recently recognized as MN Top 200 Workplaces. Arrowhead serves a variety of industries and companies including Consumer Package Goods, Pharmaceutical, Manufacturing, Automotive, Outdoor Products, Retailers and more. From Sweepstakes, Games and Contests to ongoing Loyalty Marketing Programs, we have solutions to meet and exceed our clients' expectations.

Arrowhead Promotion and Fulfillment Co., Inc. is looking for an HR & Payroll Specialist who will be responsible for day-to-day payroll and HR administration. This position is a support role to the Vice President of Human Resources and the Payroll and Benefits Manager.

Arrowhead offers a variety of benefits including:

- Medical, Dental and Vision insurance within 30 days of hire.
- Time off including vacation, sick pay, personal holiday, 9 paid holidays.
- 401k eligibility 60 days of employment.
- Company paid life insurance, long term care and long term disability policies.

Essential Functions

- Assists the Payroll and Benefits Manager as needed with payroll processing. Enters, maintains, and/or processes information in the payroll system; information may include employee's hourly rates, salaries, bonuses or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Assists in maintaining all payroll information related to the calculation, withholding and remittance of federal, state, and local payroll taxes; enters data, updates information, and prepares reports as needed.
- Reconciles payroll to the general ledger and monthly bank statements.
- Reconciles benefit invoices with payroll activity.
- Assists with administration and communication related to health and welfare plans, including enrollments, changes, and terminations.
- Monthly review of employee information for accuracy. Identifies and troubleshoots issues.
- Creates and maintains confidential and accurate employee and payroll files.
- Runs ad hoc reports, creates/files reports as needed.
- Assists with administration of leave of absence requests.
- Assists with new hire set-up in HRIS.
- Assists with employee onboarding.
- Highly involved in APF's employee training program and utilization of UKG for tracking purposes.

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- Supports the talent acquisition process including posting roles and facilitating the interview process.
- Assists with employee wellbeing, safety and recognition programs.
- Other duties as assigned.

HR & Payroll Specialist Job Qualifications

- Bachelor's degree or equivalent combination of education and experience
- 2 years of payroll and HR administration experience
- HRIS experience; UKG compensation and benefits experience preferred
- SHRM or HRCI certification is a plus
- Uncompromising ethics and confidentiality required
- Excellent verbal and written communication skills
- Strong math and problem-solving skills
- Meticulous and precise attention to detail
- Customer service attitude
- Embrace and foster company values of Integrity, Respect, Excellence, Commitment, and Innovation

Arrowhead Promotion and Fulfillment Co. is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, veteran status or any other status protected by federal, state or local laws.