**Payroll & Benefits Coordinator**

Yanmar Compact Equipment North America designs, manufactures and supports a complete range of compact equipment including compact track loaders, mini excavators, wheel loaders and construction equipment for use in such markets as construction, landscaping, utility, land management and agriculture. The products are sold primarily through a third party, independent dealer network.

**OVERVIEW:**

The Payroll & Benefits Coordinator is a key member of the Human Resources team and performs HR-related duties on a professional level. This position is responsible for performing accurate bi-weekly payroll and duties related to payroll (time and attendance, W-2s, tax and compliance) This position is also responsible for all duties related to company benefit administration (both health and retirement). This position reports to the Director of Human Resources.

 **RESPONSIBILITIES:**

* Process payroll accurately and on time while ensuring compliance with federal, state, and local payroll and tax procedures and regulations.
* Audits time and attendance for integrity.
* Administer health and welfare plans, including enrollments and terminations. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
* Handles benefit invoice reconciliation and payments.
* Serve as the main point of contact for employees, addressing their questions, concerns, and requests related to payroll and benefits.
* Assist employees with understanding benefit programs and address related inquiries.
* Manages and oversees all leave of absence and accommodation requests and disability paperwork including worker’s compensation.
* Prepares and analyzes reports that are necessary to carry out the functions of the department and company. Responsible for employment and regulatory compliance reporting.
* Promotes employee safety, welfare, wellness and health.
* Assist in the development and execution of employee engagement activities.
* Maintains Human Resource Information Systems (HRIS) and payroll documentation.
* Support management staff regarding employee relations and event coordination.
* Maintain confidentiality of sensitive information.
* Perform other duties as required.

**QUALIFICATIONS:**

**Education and/or Experience:**

* High school diploma or equivalent, associate degree preferred.
* Minimum of two years of relevant experience with an emphasis in payroll and benefits administration.
* Proficient in payroll and HRIS software; Paylocity or Workday experience preferred.
* Advanced Microsoft Office skills (Excel, Word, and PowerPoint)
* This position is full time and based on site in Grand Rapids, Minnesota.

**Knowledge, Skills, & Abilities:**

* Customer-focused attitude, with elevated level of professionalism and discretion.
* In-depth understanding of government rules and regulations.
* Excellent verbal, written and email communication skills.
* Must have attention to detail with a high level of accuracy.
* Ability to create presentations and present to management, employees or auditors.
* Strong organizational skills.
* Ability to start and maintain projects with little supervision.
* Knowledge of the laws, regulations, policies, and practical application governing the functions of HR and Payroll.
* Appropriately interacts with others in stressful and busy situations.
* Regular and reliable attendance is required.
* Ability to work 8+ hours per day in a plant/office setting. Must be able to navigate all areas of the building and facility as needed. May occasionally lift and move up to 20 pounds in an office, customer or similar setting.

*This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description also does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of job change.*