

POSITION DATA					
<b>JOB TITLE:</b>	Payroll & HRIS Specialist USA	<b>LOCATION:</b>	Rochester	<b>SALARY GRADE:</b>	\$65,000 to \$75,000
<b>DEPARTMENT:</b>	Corporate Admin	<b>REPORTS TO:</b>	Director of Human Resources	<b>FLSA STATUS:</b>	Exempt

**JOB SUMMARY**

Manages all payroll/benefits processing and payroll/benefits reporting for Nortera Foods USA Inc. In coordination with ADP, (Automatic Data Processing) and UKG, and facility Human Resource Managers, manages the preparation, documentation and disbursement of all payroll checks, direct deposits, employee and employer taxes, retirement contributions, benefit deductions, any/all additional programs as they pertain to payroll administration.

*Nortera Foods Inc. is dedicated to ensuring the safety of its employees, food products and meeting the requirements of the SQF 2000 code. As such employees must understand how their job description involves food safety and quality and meeting the applicable sections of the code.*

**ESSENTIAL FUNCTIONS**

- Manage and oversee payroll and benefits processing, payroll and benefits records, and payroll data for Nortera employees in New York, Wisconsin, Pennsylvania and all other states where Nortera USA has employees.
- Responsible for the complete coordination of pay, benefits, and related deductions for all Nortera USA locations.
- Responsible to work with Plant Human Resource Managers to review and analyze payroll activities, processes and systems to maximize efficiency, insure consistency and compliance and improve location performance.
- Responsible for compiling payroll data, (hours worked, leave time, etc.) into applicable batches for payroll processing.
- Responsible for the reconciliation of all payroll related accounts to facility general ledgers.
- Responsible to work with ADP/UKG to prepare year-end forms for the IRS including W-2 worksheets, ACA tracking and reporting control totals.
- Responsible to work with ADP/UKG to prepare quarterly and annual tax statements according to regulatory filing requirements.
- Reconciles all benefits invoices on a monthly basis.
- Processes levies, garnishments, child support and other requirements and ensures compliance with process and notification requirements.
- Responsible for documentation and updating all payroll procedures.
- Responsible to keep current with the changes in tax laws at the federal and state level with respect to the payroll statutes and reporting procedures. Works with Human Resource Managers to develop and implement policies and guidelines to ensure compliance at Nortera locations.
- Responsible to work with ADP/UKG to report all tax information in a timely fashion to relevant tax authorities.
- Insures that all new-hire information is reported in accordance with state requirements.
- Resolves payroll issues from management and employees.
- Responsible for designing payroll generated reporting from ADP/UKG that supports departmental/facility operation strategies and other business requirements. Responsible for monthly and annual corporate reporting requirements.
- Works with Nortera benefit vendors to insure the accuracy of premiums being deducted in the ADP/UKG system, to insure proper funding of all Nortera /employee benefit offerings.

<ul style="list-style-type: none"> <li>▪ Works with Finance team for regular audits of 401k, workers compensation, unemployment insurance and year-end financial audits to provide required payroll related data.</li> <li>▪ Manage and oversee all benefit administration processes with 3<sup>rd</sup> party benefits enrollment platform.</li> </ul>	
<p><b>QUALIFICATIONS</b></p>	
<p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></p>	<ul style="list-style-type: none"> <li>▪ Understands financial targets and budget goals; incorporates financial analysis into decision making process; implements budget flexibility as required to address shifting priorities; supports all expenditures with sound business practices; promotes conservation of organizational resources</li> <li>▪ Exhibits ethical and moral behavior in everyday business conduct; encourages open discussion and resolution of ethical challenges in the workplace; creates an environment that demands ethical behavior</li> <li>▪ Builds rapport across the organization; establishes collaborative relationships that will achieve business objectives.</li> <li>▪ Communicates change effectively; develops workable implementation plans; provides support to all associated and affected by the plan</li> <li>▪ Clearly expresses ideas and thoughts verbally and in written form; ability to read and interpret documents such as contracts, lease, and other agreements; speaks effectively before all employees of our organization</li> <li>▪ Fosters quality focus; fosters continuous improvement in processes, products, and services.</li> <li>▪ Working knowledge of payroll best practices and strong knowledge of federal and state regulations related to payroll and benefits</li> <li>▪ High degree of professionalism, strong communication skills, organizational, multi-tasking and prioritization skills, ability to deal with sensitively with confidential information.</li> <li>▪ Proficient in MS Work, MS Excel, MS Powerpoint, Kronos Timekeeping, and the UKG/ADP WorkForce Now payroll data management system.</li> </ul>
<p><b>PHYSICAL DEMANDS</b></p>	<p>The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.</p> <ul style="list-style-type: none"> <li>▪ Occasional lifting/carrying up to 25 lbs.</li> <li>▪ Occasional pushing/pulling up to 25lbs.</li> <li>▪ Occasional bending, squatting, twisting, climbing, crawling, reaching, dexterity, standing, walking,</li> <li>▪ Frequent typing</li> <li>▪ Constant sitting</li> <li>▪ Specific vision abilities are required by this job to include close vision, color vision, depth perception, and the ability to adjust focus.</li> </ul> <p><b>Appropriate work intensity level:</b> Light</p>
<p><b>WORK ENVIRONMENT</b></p>	<p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.</p>

	<ul style="list-style-type: none"> <li>▪ Normal office environment</li> </ul>		
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Experienced in running and writing detailed reports for payroll and benefits data analysis.</li> <li>▪ Four (4) or more years in a payroll, HRIS and/or benefits function involving increasing levels of responsibility and independent action in regards to processes and systems.</li> <li>▪ Certified Payroll Manager, Certified Payroll Professional or SHRM certification preferred.</li> </ul>		
<b>EDUCATION</b>	Bachelor's Degree in a business-related field preferred		
<b>APPROVALS</b>			
<b>REVIEWED BY:</b>		<b>DATE:</b>	
<b>APPROVED BY:</b>		<b>DATE:</b>	
<b>HUMAN RESOURCES:</b>		<b>DATE:</b>	

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities. Nortera Foods Inc. reserves the right to amend and change responsibilities to meet business and organizational needs as necessary. A position description is written for each position in our company and maintained on file with HR. The purpose of these position descriptions is to define job standards and essential functions and physical requirements, as well as marginal or peripheral duties and reporting relationships for the various positions throughout our company. Employees may request a copy of their position description at the time of hire and whenever accountabilities change significantly. Position descriptions are designed to promote a better understanding of the total job for both employees and supervisors. Supervisors will refer to position descriptions during the recruitment and hiring process, as well as during performance appraisal discussion. Position descriptions are updated periodically to reflect changes in job duties and organizational structure. Employees should schedule time to meet with their supervisor if they believe their position description needs updating or if they have questions.*