



Job Description

Department: 91 Administration
Position Title: **110-260 HR/Payroll Specialist**
Reports to: Senior Accountant
Controller
GM/COO

Position Summary:

The essential functions of this position include:

1. Be an effective leader within the guidelines of department and company policies, procedures and values, in fulfillment of Monarch's mission statement to "provide our guests with a quality, personalized mountain experience."
2. Ensure all forms, tracking, verifications and necessary documenting are executed and accurately completed in a timely manner. This includes, though not limited to requests, training, payroll, time-keeping, fiscal responsibilities, disciplinary actions...etc.
3. Work in conjunction with other departments as part of the Monarch team.
4. Assist in the development and maintenance of training materials, manuals, checklists and other documents necessary for the success of the department.
5. Prepare and assist in the oversight of personnel in the event of an emergency, as instructed by your supervisor.
6. Provide professional solutions and courteous assistance in problem solving for both guests and employees.
7. Prepare biweekly payroll; review time records for correct computation of hours, overtime and proper approvals; input time records into the Payroll System, along with appropriate deductions; verify vacation and other pay and input into the Payroll System; verify that pay and deductions are correct; prepare checks and direct deposits in a timely manner; maintain appropriate payroll registers and other payroll transaction reports.
8. Responsible for processing newly hired employees, to include reviewing W-4's, employment applications, acknowledgement forms, direct deposit forms and deduction authorizations. Responsible for I-9 verifications, social security number verification, new hire reporting, and job credit forms.
9. Input new hire information into the Payroll System (both payroll accounting and timekeeping software).
10. Transmit new hire information to the appropriate agencies.
11. Review and process health and dental insurance applications for eligible employees. Process Health and Dental insurance terminations, changes and COBRA notifications.
12. Reconcile health and dental insurance premium statements.
13. Process all unemployment claims.
14. Maintain appropriate files and records for all employees.
15. Review and process all paperwork for terminated employees. Prepare final paychecks according to payroll laws.
16. Remit all payroll tax liabilities in a timely fashion according to payroll laws.
17. Prepare all payroll tax forms such as 941's, UTR, 940's, State Withholding Reports, W-2's, W-3's and all other required forms in an accurate and timely manner.
18. Prepare weekly and monthly reconciliations on accounts as assigned by the Controller.
19. Coordinate hiring of foreign workers ensuring that Visa requirements are met; foreign employees are properly registered and have social security numbers.
20. Assist managers in recruitment and training of employees.
21. Organize employee orientation meetings as required.
22. Assist Advisory Council in update of employee handbook and Management Team Manual.
23. Backup for Revenue Accounting functions.
24. Assist with processing Worker Compensation claims, up to and including maintaining proper documentation, email correspondence, serving as point person to Pinnacle Assurance, researching Worker Comp related issues, and help to identify cost saving measures.
25. Other duties as assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential function listed in this description satisfactorily, with or without a reasonable accommodation. The requirements listed below are representative of the abilities, education and physical demands required to perform the essential functions of this position.

Requirements Relating to Knowledge, Skills & Abilities:

1. Ability to maintain a good attitude, set a positive example and work well with guests and other employees
2. Ability to speak clearly and pleasantly, and communicate in the English language.
3. Ability to take direction and follow procedures.
4. Ability to train others and give direction in a non-condescending manner.
5. Aware of surroundings and the ability to identify and respond quickly to situational needs.
6. Good English reading and writing communication skills
7. Excellent computer and website navigation skills.
8. Ability to recognize and maintain confidentiality of sensitive materials and situations.
9. Must be detail oriented.
10. Knowledge of payroll tax laws, wage and hour laws, FLSA, HIPPA, COBRA and other employee-related regulatory requirements.
11. Organized and able to work without direct supervision.

Requirements Relating to Education, Certifications & Experience:

1. Minimum of two years' experience with Payroll and Human Resources.
2. High School diploma or GED required
3. Bachelor's Degree preferred.

Requirements Relating to Working Conditions & Physical Demands:

1. Requires the ability to work any day of the week, Saturday through Friday and holidays, and overtime if necessary, as scheduled.
2. Requires working at high elevation (over 10,000'), and with some exposure to adverse weather conditions, such as severe cold, heavy snowfall, strong winds and intense sun.
3. Must be able to work at a computer station for long periods of time.
4. Must have visual acuity.