

FOUNDATION FOR THE CAROLINAS

Title : Payroll and Benefits Manager Division/Department: Human Resources

Reporting To (title): Senior Vice President Human Resources Officer

FLSA Classification: ☒ Exempt ☐ Non-Exempt

Employment Type: ☒ Full Time ☐ Part Time ☐ Intern ☐ Temporary/Contract

ABOUT US

Foundation For The Carolinas serves as a catalyst for philanthropic activity in our 13-county region and is a driver for major civic efforts. We offer innovative solutions that help individuals, nonprofits and companies bring their charitable visions to life.

Established in 1958, we are a civic leader and philanthropic partner. With \$4 billion in **charitable assets** across thousands of charitable funds established by families, nonprofits and businesses, we are one of the largest community foundations in the U.S. FFTC supports personal and corporate philanthropy through a range of innovative fund and **giving options**. We also drive **nonprofit sustainability** through endowment management, customized solutions and grantmaking.

Our flagship program, the **Robinson Center for Civic Leadership**, addresses the community's most pressing challenges and greatest opportunities, from economic opportunity to neighborhood revitalization to education and more.

FFTC is headquartered in the **Luski-Gorelick Center for Philanthropy**. With art throughout and multiple conference rooms available at no charge to area nonprofits (during business hours), our home serves as a civic hub for our community.

At Foundation For The Carolinas, we are committed to fostering a diverse, equitable, and inclusive workplace where every individual is valued, respected, and empowered. We believe that diverse perspectives, backgrounds, and experiences lead to innovation and success. Valuing our differences is more than a philosophy; it is the core of what we do. We actively encourage and seek candidates from all races, ethnicities, genders, sexual orientation, abilities, and backgrounds to apply for our open positions. We provide equal employment opportunities and create an environment where everyone can thrive and contribute their unique talents to our team. Join us in our mission to build a more inclusive and equitable future for all.

POSITION SUMMARY

The HR Payroll and Benefits Manager is responsible for all aspects of employee payroll, compensation data and analysis, employee on-boarding and off-boarding activities on HRIS, and benefits administration. This includes maintaining the payroll and benefits systems for the FFTC and reporting in compliance with regulatory requirements.

DUTIES & RESPONSIBILITIES

PAYROLL:

- Provides support for SVP, Human Resources on annual compensation review – job matrix updates, organization chart updates, compensation spreadsheet and generating mail merge letters for salary increase/bonuses.
- Provides information for annual surveys.
- Provides HR information and materials for different departments audit cycle.
- Review and approve bi-weekly payroll, ensuring records of work hours and deductions are accurate and remain as payroll processing backup.
- Conducts regular audits on payroll and benefit related transactions in Paylocity to ensure compliance with FFTC and existing governmental and legal policies; escalates issues as necessary.
- Assists in the review, testing and implementation of Paylocity upgrades or patches, new forms, such as changes to benefits offerings during open enrollment. Collaborates with payroll and benefits software vendors staff to coordinate application of upgrades or fixes.
- Develops and provides employees Annual Compensation Summary
- Accurately and efficiently process the bi-weekly payroll, through the Paylocity Payroll System, for a staff of approximately 100+ full-time and part-time employees.
- Makes changes in payroll based on new hires, terminations, and salary changes, including but not limited to division/department assignment, benefit deductions, and all other deductions, both those offered to and elected by the employee and those mandated by the state or federal government (i.e., taxes, garnishments, etc.).
- Administers the tracking and reporting of vacation and special time accrual to provide accurate reporting of accrued/used balances on employee checks each pay period.
- Reviews and processes the automated timesheet process on the Paylocity system each pay period, and communicates with the managers and/or Human Resources regarding questions, etc.
- Verifies the accuracy of payroll when it is received and prior to distribution to employees.
- Provides guidance and assistance to employees when using the Paylocity payroll software and refers them to Paylocity resources as appropriate.
- Works with the SVP, Human Resources to create and manage an annual budget. Investigate and help explain variances in the payroll budget.
- Maintain accurate and secure records and employee payroll files to provide timely and accurate reporting of payroll history and current information. Reconciliation of retirement plan, HSA contribution; reconciliation of quarterly and year-end statements; reconciliation of W-2's; verification of W-4's; reconciliation and payment of benefit invoices; maintenance of payroll.

BENEFIT ADMINISTRATION:

- Manage Employee Benefits Program and communicate benefit offerings to staff via training, new employee orientations, brown bag lunches, etc.
- Administer 403(b), 457(b), 457(f) Plans; maintenance of all records; payment of employee and employer contributions. Prepare and transmit the bi-weekly all contribution report in a timely manner.
- Manage and maintain employee leaves through the Paylocity payroll system in coordination with the HR Manager, and administrator of FFTC leaves through the HRIS system.
- Reconciles, code for accounting, and submit for payment all benefits invoices; automate the process of invoice reconciliation and maintain accurate records of processing. Provide an accurate report of benefits, elected by each employee, to the SVP, Human Resources on a regular basis.
- Manages open enrollment set up and rollout in the payroll system.

- Responsible for filing and reporting worker's compensation claims. Provides reports to auditors related to worker's compensation and flexible spending on an ad hoc basis.
- Administer leave programs – generates vacation accruals quarterly reports, conducts audits, and adjusts as needed.
- Responsible for confirming information with vendor for Group Life Insurance, STD & LTD claims.
- Liaise with benefit vendors to resolve escalated benefits-related issues.
- Manages all benefits related audits, retirement plans, EEO1, SOC-1, Worker' Comp, etc.
- Manage FMLA-covered leave requests. Document and track leave in accordance with federal, state, and internal policy.
- Initial point of contact for all queries related to benefits, leave, or other HR policies. Liaises with vendors to resolve escalated benefits-related issues.

OTHER:

- Other duties may be assigned as deemed appropriate to the position.
- Currently, such duties include preparation of information for completion of Form 990 and for the Workers' Compensation Audit and documentation of payroll information.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

REQUIRED SKILLS/ABILITIES:

- Written and verbal communication skills
- Interpersonal communication skills
- Active listening skills
- Conflict resolution skills
- Multi-tasking
- Attention to detail/accuracy.
- Honesty and reliability
- Analytical and strategic thinking skills
- Talent acquisition knowledge
- Business competency
- Strong sense of cultural awareness
- Ability to plan and manage change within the organization.
- Strong relationship-building skills
- Ability to coach managers
- Data-driven approach
- General ability to perform the essential functions and overall physical and mental requirements of this position, including stamina to perform tasks over extended periods and ability to occasionally move about to accomplish tasks or move from one and/or workstation to another.

JOB QUALIFICATIONS

- Bachelor's degree: comparable experience considered.
- Minimum of five (5) years' payroll experience preferred.
- Demonstrated skill and strong working knowledge of automated payroll.

- Paylocity software experience preferred.
- Proficiency in a Microsoft Office environment (Excel, Word for Windows) is strongly preferred.
- Knowledge of employment law as it applies to the administration of payroll, benefits, leaves, etc., preferred.
- Proven skill in problem-solving and detailed organization.
- Excellent communication skills, both oral and written, are necessary.
- Demonstrated ability to prioritize and administer multiple tasks.
- Commitment to excellence and the confidentiality required in the payroll function.
- Customer-focused approach.

POSITION SPECIFIC COMPETENCIES

Select from the following position-specific competencies. Please limit the total number of competencies to 10 or less.

All Employees: ☒ Communication & Interpersonal Skills

Executive Team: ☐ Leadership ☐ Strategic Thinking ☐ Fiscal Stewardship

All Supervisors: ☐ Delegating Responsibility & Empowering Employees ☐ Managing Employee Performance ☐ Ensures Consistent Policies & Practices

General:

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|---|--|---|
| <input type="checkbox"/> Affiliate Management | <input type="checkbox"/> Budgeting & Cost Awareness | <input type="checkbox"/> Building Organizational Commitment |
| <input type="checkbox"/> Building Team Environment | <input type="checkbox"/> Client Records | <input checked="" type="checkbox"/> Concern for Employee Satisfaction |
| <input type="checkbox"/> Customer Skills | <input checked="" type="checkbox"/> Dependability | <input type="checkbox"/> Ensures Proper Training in New Technologies |
| <input type="checkbox"/> Entrepreneurial Orientation | <input type="checkbox"/> Equipment Skills | <input type="checkbox"/> Fund Management |
| <input type="checkbox"/> Implementing New Technologies | <input type="checkbox"/> Initiative | <input type="checkbox"/> Innovative Thinking |
| <input checked="" type="checkbox"/> Job Skills | <input type="checkbox"/> Managing Meetings | <input checked="" type="checkbox"/> Managing Multiple Priorities |
| <input type="checkbox"/> Meeting Targets | <input type="checkbox"/> Presentation Skills | <input type="checkbox"/> Product Knowledge |
| <input type="checkbox"/> Productivity | <input type="checkbox"/> Project Management | <input checked="" type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Relationship Building/Networking | <input checked="" type="checkbox"/> Results Oriented | <input type="checkbox"/> Technical Skills |
| <input checked="" type="checkbox"/> Time Management | <input type="checkbox"/> Training & Development | <input type="checkbox"/> Writing Skills |

"Unlock a career enriched with exceptional benefits and genuine appreciation. Enjoy comprehensive health coverage, flexible work arrangements, and ongoing skill development. Our commitment to your well-being extends beyond the workplace, fostering a culture that values and recognizes your contributions. Join us for a fulfilling journey where your success is celebrated, and your dedication is met with gratitude, making each day a rewarding step in your professional growth."