

## **Payroll Specialist/HR Assistant**

**Hours:** Monday through Friday 8:00 AM to 5:00 PM, at times hours may vary.

**Location:** 322 South Main Street, Broken Arrow, OK 74012

**Requirements:** Associates degree in business, accounting or relevant field is preferred. Proficient in Microsoft Office including Microsoft Word, Excel and PowerPoint. Solid understanding of accounting fundamentals relating to balancing spreadsheets. Excellent communication skills. Trustworthy with attention to confidentiality.

### **Primary Responsibilities include:**

- Serve as primary payroll processor, responsible for maintaining payroll records and processing bi-weekly payrolls.
- Calculating pay amounts including but not limited to overtime, deductions and bonuses.
- Communicating with supervisors and upper management to confirm and receive approval for pay changes and bonuses as needed.
- Address issues and questions regarding payroll from employees and supervisors.
- Prepare various reports as needed for supervisors and managers.
- Maintain training records for bank personnel, tracking on spreadsheet and maintaining an organized file for materials utilized in training.
- Serve as administrator for online compliance training system, enrolling new employees and assisting in assigning courses under the direction of compliance managers.
- Record Medical and Dependent Flex Plan transactions on internal spreadsheet and balancing transactions to DDA Flex Account as transaction reports are received.
- Record applicant and employee information for Affirmative Action
- Assist with Insurance Open Enrollment, setting up benefits on Paycom and assisting with organizing and scheduling open enrollment meetings.
- Prepare new hire packets including all documentation, password notifications, employee handbook copies and benefit booklets.
- Schedule Insurance meetings for newly eligible employees.
- Pro-active in learning state and federal regulations as it pertains to payroll
- Pro-active in seeking classes to assist in learning payroll processes

### **Secondary Responsibilities**

- Tracking and maintaining FMLA files
- Researching and assisting in salary reviews
- Tracking and maintaining annual performance reviews
- Participate and provide assistance in review of annual benefits
- Assist in review of job classifications and review of job descriptions

- Assist with projects and other duties as needed in the Human Resources Department.
- Assist in scheduling training for employees.

Time spent Standing: 10% of day

Lifting: 25 pounds periodically

Other: Ability to speak and hear clearly. Ability to see details at a close range.

**Benefits are available.**

**AVB Bank is an EEO Employer.**