

Job Class: Payroll & Benefit Assistant

Job Title/Category: Payroll & Benefit Assistant (2 Positions)

Certification Required: No

EEO Category: Administrative Support

EEO Function: Other

Responsibilities: Under the supervision of the Payroll and Benefits Manager, works with the Payroll & Benefit team to perform a variety of functions in the processing of bi-weekly payroll and employee benefits. Responsibilities include payroll and benefit processing, retiree benefit administration, preparation of payroll and benefit reports, time and attendance processing, maintenance of retiree benefit system and Employee Access Center and responding timely to internal and external customer questions. Takes part in annual open enrollment process. Responsible for carrying out all activities of the Department in such a manner that fulfills the Community Mental Health Authority mission, policies and procedures.

Requirements: High school diploma or G.E.D. is required. A minimum of two years of experience with computerized payroll and benefit system is required. Two years high volume payroll processing (excess of 1000 employees) is preferred. Must have the ability to adapt to CMHA-CEI's software to process payroll and benefits. Must have strong time management, organizational, problem solving, and prioritization skills. Attention to detail is a must. Proficiency in Microsoft Office is required and must be able to pass a Microsoft Word and Excel exam with a proficient score. Ability to pass a data entry test for accuracy. Ability to maintain composure and accuracy while working under tight deadlines and numerous interruptions. Must be able to communicate pleasantly, accurately and effectively, both verbally and in writing.

Info Link: http://careers.ceicmh.org/CEIFiles/JAC_FAQ.html>FAQ's

Conditional Employment Requirements: Employment offers for this position will be contingent upon the results of a Michigan State Police clearance check. Must be able to pass pre-employment drug screen.

To Apply: Applicants must submit an employment application. Resumes cannot be substituted for the employment application. CMHA-CEI's promotion of diversity is fueled by the desire to seek equality of opportunity for all persons. CMHA-CEI is an Equal Opportunity Employer and a Drug Free Workplace.

Salary/Hours: Salary commensurate with education and experience. 40 hours per week.

Location: General Administration/Finance, Lansing, Michigan.

Job Related Questions

Do you have high school diploma or GED?

Explain your two year of experience with computerized payroll systems.

Explain your payroll and benefits experience.

Are you proficient with computers?

Describe your experience working with Microsoft Office.