



PAYROLL SPECIALIST

(V26)

Reports to: Human Resources Supervisor

Salary Range: \$26 to \$30 per hour

POSITION SCOPE

This is a full time, non-exempt position responsible for preparing the bi-weekly payrolls and human resources administration for approximately 150 employees. Employee levels increase to over 500 employees during our annual fair. The position requires an individual who is organized, analytical, and able to handle confidential and sensitive information in a professional manner. Experience in Human Resources is essential.

PAYROLL RESPONSIBILITIES (75%)

- Processes bi-weekly payroll
- Manages workflow to ensure all payroll transactions are processed accurately and timely
- Reviews all employee hours to ensure accuracy
- Monitors timely receipt of payroll required documents
- Responds to government inquiries on employee pay and deductions
- Processes deductions, maintain records and reports for all payroll deductions
- Assists with ACA compliance including organizational adherence
- Supports monthly ACA audits
- Runs audit reports as needed by CFO and Accounting on wages, deductions, vacation and sick accruals, FTE and other reports as needed
- Calculates and processes off-cycle manual checks, supplemental and adjustment payrolls
- Reconciles retroactive pay increases
- Audits and distributes annual IRS forms W-2 and 1095
- Tracks employee benefit eligibility
- Reconciles employee benefit deductions and maintains benefit files
- Performs monthly audits of Medical, Dental, Vision and other payroll deducted benefits
- Supports employees in understanding company policies and procedures
- Assists with and monitors compliance of organization's policies regarding time and attendance
- Collaborates with Supervisor to create and maintain written payroll processes
- Prepares payroll documentation and respond to information requests for annual organizational and union audits
- Generates supplemental payments as required under collective bargaining agreements
- Perform other duties as assigned

HUMAN RESOURCES ASSISTANT RESPONSIBILITIES (25%)

- Tracks HR analytics to help support Management planning and decision making
- Comprehend employment laws and compliance issues that are applicable to the organization
- Assists with the execution of Fair hiring and onboarding
- Facilitate HR initiatives within the organization
- Supports HR and payroll functions

REQUIRED SKILLS

- Bachelor Degree in HR or related field or directly-related work experience
- Experience processing high-volume payrolls
- Working knowledge of payroll best practices
- Strong knowledge of federal and state regulations
- Good working knowledge of current best practices in Human Resources
- Strong PC skills including advanced proficiency in Excel
- Experience working with third party payroll processors
- Strong work ethic and team player
- High degree of professionalism, sound judgment, and integrity
- Ability to deal sensitively with confidential material
- Good analytical skills and attention to detail
- Excellent written and verbal communication skills

For over 100 years the Alameda County Fairgrounds has been a part of the community hosting live horse racing, over 250 events a year and an annual Fair that includes live concerts, tasting fests and cultural festivals that bring in nearly a half-million guests every summer. We are the Alameda County Agricultural Fair Association, a non-profit dedicated to managing the Fairgrounds. We are driven to assure the long-term viability of the Fairgrounds, present an exceptional annual Fair and provide year-round opportunities that celebrate the heritage and diversity of our county. As employees, we strive to focus on our values-inclusiveness, excellence, collaboration, innovation, positivity, team success, community and environment. And celebrate our successes with our community!

Alameda County Fair Association is an Equal Opportunity Employer.

The intent of this description is to provide general guidance regarding the essential elements of the job. Other duties may be required from time to time to contribute to the overall success of the organization and may be altered at the discretion of the organization.

I have read and understood the job description. I am able to perform the essential functions of the job as described above.

Requested reasonable accommodations:

Initials _____