

**GOODWILL INDUSTRIES OF SOUTH TEXAS, INC.**  
**POSITION DESCRIPTION – PAYROLL/BENEFITS CLERK (FULL-TIME)**

**GENERAL DESCRIPTION OF DUTIES:**

Responsible for inputting hours, processing and distributing payroll to 500+ employees, and prepares reports for the organization. Also responds to and/or resolves employees' benefits questions, processes benefit transactions, communicates with health insurance vendors regarding employee eligibility; and other benefit issues, conducts benefits orientation; and assists with open enrollment. Performs routine accounting activities and prepares various reports and other duties as assigned.

**PROVIDES SUPERVISION TO:**

None

**ESSENTIAL FUNCTIONS:**

- Record and process payroll
- Prepares responses for various external requests
- Advise employees of various benefits available to them including health insurance, vision, dental, life insurance and retirement plans
- Assist employees with enrollment forms, making sure they are complete and correct
- Responsible for changing insurance rate increases/decreases online to Cobra
- Responsible for the open enrolment process by ensuring accuracy of employee communication materials, facilitating open enrollment meetings, preparing informational packets to be mailed to employees, entering open enrollment elections online
- Verify billing and balance benefit invoices to match payroll deductions
- Present benefit options at all new employee orientation
- Comply with COBRA notification process
- Submit paperwork needed when employee becomes eligible for benefits
- Adhere to and enforce safety and loss prevention procedures to prevent injury to personnel and damage to property, equipment and inventory

**OTHER FUNCTIONS:**

- Performs other related functions as directed by assigned supervisor

**REQUIRED QUALIFICATIONS:**

- High School Diploma or GED certificate of completion plus (three) 3 years of work experience in benefits/payroll or related work
- Strong interpersonal relations skills
- Experience in working with Microsoft EXCEL and WORD
- Ability to operate general office equipment
- Ability to plan, organize, work effectively, detail oriented, communicate and meet deadlines in a fast-paced environment
- Able to read and write English and perform basic math skills
- Experience using automated accounting systems and database
- Must have a valid Texas Driver's License, clean driving record and carry minimum liability coverage as required by the State of Texas
- Must pass pre-employment background check and drug test

**PREFERRED QUALIFICATIONS:**

- Bilingual
- Knowledge of COBRA regulations
- Experience or knowledge of general accounting principles
- Experience in reconciling accounts

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS:**

- Must be able to perform physical requirements of the position including but not limited to: inside sedentary work; able to lift 25 pounds