

## Cook DuPage Transportation Company

**Title:** Payroll and Benefits Coordinator

**Classification:** Full Time, Hourly

**Reports to:** Human Resource Manager

### **Company Overview:**

Cook DuPage Transportation Company is a provider of para transportation in the greater Chicago area by its fleet of approximately 300 vehicles and 750 employees.

You will find a challenging and rewarding career working in this fast paced environment. Our staff enjoys generous benefits including medical and a 401K retirement plan. Cook DuPage Transportation Company rewards exceptional performance with accelerated salary increases and promotion through increased responsibility.

### **Job Summary:**

The payroll and benefits coordinator performs duties within the accounting, payroll and human resources departments. This position will monitor attendance reports and collect necessary data from employees. The payroll and benefits coordinator is responsible for assuring details regarding the employee's attendance, vacation and personal days are properly maintained and accounted for and maintained in the benefits systems. Among the duties of the payroll and benefits coordinator are ensuring the smooth operation of employee payment and answering payroll and benefit questions from employees. Also, payroll and benefits administrator must keep meticulous records on each employee to prepare checks and deduct taxes and other withholdings. In addition, the payroll and benefits coordinator helps process leave requests from employees. This position requires the ability to work on a flexible schedule and may require working on a weekend day.

**Essential Functions:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Review time reports for accuracy and completeness
- Help in the processing of the bi-weekly payroll
- Input employee information into Ceridian payroll system
- Control cash vouchers, including counting daily and forwarding to outside party
- Adjusts timecard entries as necessary.
- Calculates retro pay when applicable.
- Responds to employee inquiries in timely manner regarding payroll and benefits information and trouble-shoots to resolve employee payroll and benefits concerns.
- Meet with employees to answer benefit and insurance inquiries
- Update and maintain employee file, payroll, and benefit records
- Assist with FMLA requests
- Monitor 401k eligibility for employees
- Accurately track paid time off for eligible employees
- "Other duties as assigned."

**Competencies:**

- Analytical Thinking
- Attention to Detail
- Communication
- Critical Judgment
- Problem Solving
- Initiative
- Willingness and ability to accept more responsibility.

**Supervisory Responsibility:**

This position has no supervisory responsibilities.

**Work Environment:**

Office environment where you would be sitting at a desk working/typing on a computer.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to communicate, converse with, and exchange information. The employee is frequently required to be in stationary position at least 50% of the time; use hands and fingers to grab; and reach with hands and arms.

The Employee is occasionally required to run; traverse; and stoop, kneel, crouch or crawl. The employee may occasionally lift or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Travel:**

This position does not require you to travel.

**Required Education and Experience:**

- Associates degree or comparable work experience, Bachelor's degree preferable.

**Additional Eligibility Qualifications:**

This job description has been approved by all levels of management:

Manager: \_\_\_\_\_

HR: \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_