

521 4th Street Havre, Montana 59501 ● Phone: 406-395-4305 ● Fax: 406-395-5643 ● www.bullhook.com

Bullhook Community Health Center (BCHC) is an equal opportunity employer. BCHC shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Title: Human Resources/Payroll/Benefits Specialist Department: HR Supervisor: Chief Executive Officer Supervises: N/A

Salary Range: \$49,920.00 - 71,173.98 (\$24.00-\$34.22)

**Job Overview:** This position serves as the Human Resources personnel and is responsible for assisting with the implementation, coordination, management and follow through of the strategically directed human resource functions, programs and policies/procedures. Compile and record employee time and payroll data. Will compute employees' time worked and post wages, deductions and prepare paychecks. Explain company benefits to employees or job applicants. Record data for employees, including such information as addresses, weekly earnings, absences, and dates of and reasons for termination. Serves all Bullhook Community Health Center employees.

## **Essential Functions (Major Duties or Responsibilities):**

- Understand and participate in the strategic development of human resource practices.
- Inform and work with the management team on personnel matters.
- Assist with recruitment of paid staff.
- Credentialing and privileging for primary verification and assist with secondary source verification.
- Coordinate background checks.
- Coordinate and oversee orientation of new employees.
- Responsible for preparing and maintaining workers compensation reports, claims and benefits.
- Ensure compliance with all legal, regulatory and organizational guidelines that affects human resource (e.g., OSHA, EEOC, ERISA, COBRA, FMLA, and Wage & Hour).
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements or ability to learn and stay abreast of changes.
- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems a plus.
- Responsible for working with all employees to ensure that each employee understands their job description, and what resources are available to achieve the results. In addition, work with managers and supervisors to facilitate the training and development of staff to ensure that they are capable of performing their duties.
- Provides input for the development of policies and procedures designed to guide Bullhook
  Community Health Center's Human Resource related activities. Researches and provides input and
  training for Bullhook Community Health Center's management and staff on policy
  implementation related to Human Resources.
- Provides consistent communication to the Chief Executive Officer ensuring that information, reports, and materials are provided to clearly describe Human Resources activities and progress toward agreed upon objectives.
- Responsible for the implementation and maintenance of fringe benefits and insurance related programs.
- Maintains staff personnel records to assure that they are current and in compliance with policies and procedures.
- Review time sheets, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.



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- Verify attendance, hours worked, pay adjustments, and post information into designated records.
- Compile payroll data such as garnishments, vacation and sick time, insurance, and retirement.
- Update and track leave balances.
- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Prepare monthly, quarterly, and annual payroll reports.
- Administer various employee benefit programs, such as group insurance, life, medical and dental, accident and disability, and retirement plans.
- Explain company benefits and plans to employees or applicants. Monitor and track enrollment paperwork for employees.
- Record and enter data into accounting/HR computer system, maintain files and paperwork.
- Coordinate staff get together and team building activities in various meetings.
- Coordinate and perform staff exit evaluation surveys.
- Maintain the bulletin boards for staff birthdays, anniversaries, welcome information, employee engagement and other information as needed.
- Provide back up for the accounting associate.
- Responsible for performing all other duties as required.

## **Minimum Qualifications (Education and Experience)**:

- Associate degree in related field from accredited university. Three years of experience preferably in a healthcare environment accepted.
- Continuing education in the HR field is a plus.
- Bachelor's degree in Human Resources, Personnel Management or Public Administration and three to five years related experience in Human Resources preferred.
- Two years of payroll experience, including quarterly and annual payroll reporting experience.

## Knowledge, Skills and Abilities (KSA's):

- Excellent written and verbal skills.
- Ability to meet and exceed deadlines and timelines.
- Ability to communicate clearly and precisely both verbally and in writing.
- Ability to demonstrate an attitude of service toward staff and administration.
- Able to make quick and accurate decisions.
- Ability to maintain confidential information.
- Ability to demonstrate initiative, take direction and work independently.
- Must be flexible.
- Must demonstrate professionalism at all times.
- Ability to maintain a regular and predictable work schedule.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to formulate spreadsheets, word and publisher documents, and power point presentations.
- Ability to work with management on multiple projects while meeting deadlines and maintaining timelines.
- Excellent organizational, computer and communication skills.
- Ability to compile account information and prepare reports.



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**Supervision:** N/A

**Physical and Environmental Demands:** Work is performed in an office and clinic setting; stands, walks with intermittent sitting; reaches for and uses writing instruments and keyboard; reads reports and other written materials; extensive use of telephone and oral communication with the public and coworkers; stoops; bends; kneels; reaches for; picks up; and pushes or pulls; ability to lift up to 30 pounds.

## **Special Requirements:**

- Possess understanding of multi-cultural differences within the staff.
- Able to interpret and implement rules, regulations, and guidelines from various HR legal sources.
- Skill in exercising initiative, listening, judgment, discretion, and decision-making within the guidelines of the policies and procedures.
- Ability to prioritize work assignments, work independently and perform duties efficiently with minimal supervision.
- Participate in professional development activities.

Job Title: HR/ Payroll/Benefits Specialist

• Requires occasional travel.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

Finance/HR

Department:

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<u>Signatures</u>			
My signature below indicate	s the statements in the	job description are accurate and com	plete.
Immediate Supervisor	Title	Date	
CEO/COO Review	Title	Date	
My signature below indicate	s that I have read this j	job description.	
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<b>Employee</b> T	<b>Title</b>	Date	