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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.
- 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.

Job Title: HR/ Payroll/Benefits Specialist

Department: Finance/HR

Signatures

My signature below indicates the statements in the job description are accurate and complete.

Immediate Supervisor	Title	Date
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CEO/COO Review	Title	Date
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My signature below indicates that I have read this job description.

Employee	Title	Date
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