



<b>JOB TITLE: Human Resource Payroll Generalist</b>	<b>DEPARTMENT: Human Resources</b>
<b>ROLE &amp; LEVEL: Non-Management</b>	<b>REPORTS TO: Deputy Village Manager / Human Resources Director</b>
<b>GRADE: 7</b>	<b>FLSA STATUS: Salaried / Exempt</b>
<b>Annual Salary: \$60,000 – \$65,000 (DOQ)</b>	
<b>Resume &amp; Cover Letter accepted via email / PDF format to: JRosado@nbvillage.com</b>	<b>Open until filled</b>

**WORK OBJECTIVE:**

The Human Resource Payroll Generalist performs advanced technical and administrative work related to payroll processing, compensation accuracy, employee records, and HR operational support. This position is responsible for preparing, verifying, and processing Village-wide payroll on a regular schedule while ensuring compliance with FLSA, IRS regulations, labor laws, Village policies, and collective bargaining agreements. The role requires exceptional accuracy, strong analytical skills, confidentiality, and a high level of payroll system proficiency. Work includes coordination with HR, Finance, and all departments to ensure timely and precise payroll operations.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**Payroll Processing (Primary Function)**

- Prepare, review, and process bi-weekly payroll for all Village employees with a high degree of accuracy.
- Validate timecards, verify hours worked, overtime, shift differentials, stipends, incentives, and special pay categories.
- Calculate and process deductions, garnishments, benefit premiums, retirement contributions, FMLA wage adjustments, and other payroll impacts.
- Maintain compliance with FLSA, wage-and-hour requirements, and collective bargaining agreements governing pay rules.
- Reconcile payroll registers, reports, and audit logs to ensure accuracy before final submission.
- Coordinate with Finance to transmit payroll, resolve discrepancies, and complete payroll



journal entries as needed.

- Maintain payroll calendars, deadlines, and system workflows to ensure timely processing.

#### Payroll Compliance & Reporting

- Prepare payroll-related reports, including leave accrual reports, deduction summaries, labor distribution, and audit documentation.
- Assist with preparation of W-2s, ACA reporting, unemployment claims, and other annual or regulatory filings.
- Monitor changes in payroll law, IRS rules, FMLA, FICA, and state requirements; recommend system or policy updates.
- Maintain strict payroll confidentiality, ensuring secure handling of financial and personal employee data.

#### HR Records & System Administration

- Maintain accurate employee records, personnel files, payroll documentation, and electronic HRIS entries.
- Process personnel actions, including new hire setups, terminations, pay changes, promotions, and status adjustments.
- Ensure HRIS, payroll software, and benefits systems maintain accurate and up-to-date data.
- Assist with audits, system upgrades, testing, and troubleshooting of payroll system errors.

#### Employee Support & Customer Service

- Assist employees with questions regarding paychecks, deductions, leave balances, retirement contributions, and tax withholding.
- Provide individualized support for payroll corrections, retroactive pay, and benefit adjustments.
- Communicate clearly and professionally with supervisors to resolve timekeeping or coding issues.

#### Benefits, Leave, & Timekeeping Coordination

- Coordinate payroll impacts for benefits enrollment, open enrollment, life event changes, and deduction adjustments.
- Process FMLA, workers' compensation, and other leave programs in coordination with HR leadership.
- Audit leave balances, accruals, and attendance records to ensure accuracy and compliance with policy.

#### HR Operations Support

- Assist HR leadership with onboarding, offboarding, employee file maintenance, and HR communications.
- Support training sessions, benefits meetings, and special HR initiatives.
- Assist with other HR functions during high-volume periods or staffing shortages.

#### Supervision:

- None



**MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by five or more years of payroll, accounting, HR, or related experience; or an equivalent combination of education, certification, training, and experience.

Experience processing payroll in an HRIS or payroll software system.

Strong mathematics, attention to detail, and documentation skills.

**PREFERRED QUALIFICATIONS:**

- Associate's or Bachelor's degree in human resources, accounting, business administration, or a related field
- Payroll certification (FPC, CPP) or HR certification (PHR, SHRM-CP)
- Government or public-sector payroll experience
- Experience with timekeeping, HRIS, or payroll systems such as ADP or similar systems

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge:**

- Payroll processing methods, FLSA rules, and wage-and-hour regulations
- IRS rules, tax documentation, garnishments, deductions, and retirement contributions
- HRIS and payroll systems, timekeeping processes, and records retention requirements
- Basic accounting principles, financial reconciliation, and audit procedures
- Public-sector personnel procedures and collective bargaining impacts

**Skills:**

- High accuracy in data entry, calculations, and reconciliation
- Strong analytical and problem-solving skills
- Effective communication and customer service skills
- Ability to handle sensitive and confidential information
- Proficiency with payroll software, spreadsheets, and office applications

**Abilities:**

- Work under strict deadlines with a high level of accuracy
- Apply payroll laws, policies, and regulatory requirements correctly
- Interpret pay rules, timekeeping codes, and benefits impacts
- Prioritize tasks and manage multiple deadlines
- Work collaboratively with HR, Finance, and all Village departments

**PHYSICAL REQUIREMENTS:**

Sedentary work with extended periods of sitting, typing, and reviewing documentation.

Occasional lifting of up to 20 pounds may be required.



**ENVIRONMENTAL REQUIREMENTS:**

Work is performed primarily in an office environment with minimal exposure to external elements.

**SENSORY REQUIREMENTS:**

Tasks require close visual attention, strong auditory and verbal communication skills, and the ability to analyze detailed payroll data.

**\*\*The Village is an equal opportunity employer\*\***