

Organization: Community Newspaper Holdings, Inc.
Job Title: Payroll/Benefits Manager
Job Location: Montgomery, AL

Job Description/Requirements:

The primary function of the position is to manage CNHI's payroll function, acting as a liaison between CNHI and ADP, managing database security, troubleshooting high-level system problems and extracting and manipulating HRIS data. This position is also responsible for managing the administration of the Company's Benefit programs, including interactions with all benefit carriers, broker, auditors and employees.

Job Duties and Responsibilities:

- Oversees CNHI's combined payroll function, acting as the primary liaison between ADP and CNHI to resolve high-end payroll system issues.
- Acts as security officer and database manager for HRIS database, providing database security administration for >4000 employees, >120 payrolls and >80 users.
- Responsible for management of system upgrades and development.
- Responsible for the development and implementation of CNHI's payroll training programs.
- Assists business leaders with reporting needs by creating reports, extracting and analyzing data.
- Management of various employee benefit programs, such as Medical, Dental, Vision, Life Disability, AD&D and 401 (k) plan.
- Consults with insurance broker and benefits carriers to survey and obtain coverage trends, options and costs and makes recommendations of coverage and plan design changes to management.
- Administers the personnel function of the 401(k) plan in coordination with the payroll and accounting areas.
- Serves as the company's HIPAA Privacy Officer and develops policies and procedures to ensure HIPAA compliance.
- Prepares and submits 5500's for CNHI's Employee Health and 401(k) plans.
- Assists with other projects as assigned.

Minimum Qualifications:

- Must have 5+ years of exempt level management experience, with an emphasis on payroll and database development.
- Must have 5+ years of experience in administering benefit programs mentioned above, including 401(k) management.
- Prior experience managing and developing employees in a human resources environment.
- Requires extensive knowledge of Microsoft applications and report writing systems.
- Must be diplomatic and have strong oral and written communication skills.
- Thorough understanding of requirements of COBRA, HIPAA, ERISA and IRS rules on pertinent benefit programs.
- Extensive knowledge of HRIS systems, including experience developing reports to extract data.
- Excellent management and analytical skills.

Preferred Qualifications

- Bachelor's degree in Human Resources Management
- Process improvement experience
- CPP
- ADP Payroll

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