



TOWN OF SANTEE

194 Municipal Way | P.O. Box 1220 | Santee, SC 29142 | Ph: 803.854.2152 | Fax: 803.854.3233

Part Time Human Resources Specialist/Payroll Coordinator

Part-time/Salary/Exempt

Purpose of Classification:

The purpose of this classification is to perform administrative functions in the records and maintenance of official Town records, perform administrative functions to manage biweekly and monthly payroll for Town employees, and to manage resource support. Key responsibilities include talent acquisition, employee relations, onboarding, offboarding, employee engagement, employee recognition and health and wellness events as well as ensuring compliance with local, state, and federal employment laws.

Essential Functions:

Performs human resources functions: Conduct new employee orientation, prepares new employee enrollment documents, administers employee benefits, processes billings for insurance and retirement; maintains current and comprehensive knowledge of human related laws, rules, and regulations and communicates change to employees, and maintains personnel records.

Perform payroll functions: process bi-weekly and monthly payrolls, related taxes, and retirement contributions, maintains employee time clock; verifies timesheets and obtains proper signatures; prints or transmits direct deposits as appropriate; files payroll tax deposits and returns and W-2's. Provides pay statements and leave balance reports to employees.

Provides assistance as necessary to schedule and coordinate training events, maintains requests and records for employees.

Inputs information into system software and database for employee actions.

Serves as main point of contact for employee inquires and issues for both staff and management, providing guidance on Town policies and procedures.

Responsible for maintaining personnel files and records, performing audits periodically including organizing and handling file purging according to retention laws.

The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Required Skills/Qualifications:

Bachelor's Degree in Business Administration, Human Resources, or related field required; supplemented by five years of experience in Human Resource, bookkeeping or administration, or any equivalent combination of education, training, or experience which provides the requisite knowledge, skills, or abilities for this job.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and material of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Disclaimer:

The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract. As with all positions, employment is "at will" or voluntary on both the part of the Company and the employee. Employment is not for a set period of time and may be discontinued by either party for any reason with or without notice.

Equal Opportunity Employer:

The Town of Santee is an Equal Opportunity Employer
We consider candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status.