

Human Resources/Payroll/Office Manager

The Somerset Raritan Valley Sewerage Authority is seeking a Human Resources/Payroll/Office Manager. The ideal candidate will need to have a strong background in payroll and employee timekeeping software, as well as experience with the payment of NJ and federal taxes. The ability to multitask is a must. Strong interpersonal skills and communication skills are required. Interested candidates shall email their resumes to the following: job.openings@srvsa.org

Responsibilities

- Perform bi-weekly payroll for approximately 40 employees, both union and non-union, plus payment of NJ and Federal taxes and reporting.
- Manage employee benefits (pension, medical, dental, etc.) including new employee onboarding
- Track and report all workplace accidents & injuries, complete and maintain OSHA reporting and forms, manage employee short and long-term disability claims
- File all quarterly NJ pension and IRS reporting, making pension payments and reporting.
- Management of 457(b) deferred compensation plan.
- Provide administrative assistance to the Executive Director.
- Attend monthly Board meetings and transcribe meeting minutes.

Qualifications

- 5 to 10 years proven experience in an HR/Payroll/Office Manager role.
- Proficiency with Microsoft Word, Excel, Outlook and other tools.
- Capability to learn new payroll systems and processes.
- Strong interpersonal skills.

Benefits

- Salary Range: \$70,000 - \$80,000
- Pension Retirement Plan
- Health Insurance
- Dental Insurance
- Employee Assistance Program
- Flexible Spending Account
- Life Insurance
- Paid Time Off
- Tuition Reimbursement