

Payroll & Benefits Coordinator



River Barrel Brewing, Inc (Buoy Beer, Pilot House Distilling, and River Barrel Distributing) is looking for a Payroll & Benefits Coordinator to join our team. This role will first and foremost support our payroll and benefits administration needs, with the potential to grow into other areas in the HR and/or Finance realm. The coordinator will initially report to our HR Manager, but this may evolve over time. You'll help ensure that we have smooth and accurate bi-weekly payrolls and on-going benefit practices. We are looking for someone who is just as comfortable solving problem, researching data discrepancies, as they are treating all employees with respect and empathy.

Duties:

- Process bi-weekly payroll for hourly, salaried, and 1099 employees
- Collect and verify payroll data from various systems and manual sources
- Act as first point of contact and research/respond to employee inquiries related to benefits, payroll, and compensation
- Maintain employee records in payroll and benefit systems (raises, bonuses, benefit earnings and deductions)
- Collect and process PTO, Sick Time, and reimbursement requests
- Respond to all unemployment claims in a timely manner
- Respond to and manage garnishments
- Administer paid and unpaid leave policies for all employees (FMLA, OFLA, etc.)
- Participate in on-boarding and off-boarding of employees
- Process I-9 and E-verify cases on hire date
- Assist with assigning and tracking Employee Training requirements
- Gather data and submit accurate mandatory reporting including EEO, OSHA300, etc.
- Assist the Finance department with payroll/ benefit related audits
- Work with HR, Finance, and HRIS provider (PaychexFlex) in setting up new states and the necessary taxes/ deductions
- Coordinate, communicate, and assist in celebrating employee birthdays and anniversaries
- Provide payroll related data to internal and external stakeholders as needed
- Other duties as assigned

Requirements:

- Associate's degree in accounting, business administration, or related field, Bachelor's degree strongly preferred
- Minimum of 2 years' experience administering payroll and benefits (required) for mid-sized company (50 – 200) through HRIS and partner web portals

- Work experience that demonstrates knowledge of payroll practices, benefits administration, HR administration and compliance (Oregon & Washington, additional state experience preferred!)
- Strong knowledge of and quick to learn computer software applications including payroll (PaychexFlex), benefits, time & attendance (Hospitality POS)
- Advanced skills in MS Office Suite (esp. Excel and Teams!), Adobe Acrobat, Box cloud, etc.
- Strong understanding of HR processes and terminology, payroll and benefit processes and procedures, including eligibility and enrollment rules
- Extremely detail oriented – Payroll is a “100% accuracy required” process
- Experience with the I-9 and E-verify processes
- Familiar with compliance processes, including EEO, OSHA300, unemployment, worker’s compensation, etc.
- Ability to communicate effectively and professionally, in person/e-mail/phone/text
- Ability to work both independently and as part of the team
- Ability to learn via Teams video meetings and follow detailed instructions
- High-level of interpersonal skills; exhibit extraordinary discretion in handling sensitive and confidential information
- Exceptional time management skills and proven ability to meet deadlines
- Excellent problem-solving skills; ability to research and reconcile discrepancies
- Professional level English reading and writing skills
- Treat all co-workers with great respect at all times
- Take ownership and share our passion for sustainability practices
- This job includes prolonged periods of sitting at a desk and working on a computer/ laptop

Compensation:

- Competitive pay based on experience (\$22 - \$25 p/h)
- 100% employer-paid base health insurance with additional electives*
- Participation in the Company’s Retirement Plan with match*
- Paid holidays and PTO, which increases the longer you’re with us
- Beverage and merchandise perks
- Access to our Employee Assistance Program and Financial Fitness tools

* *Waiting period applies*

River Barrel Brewing Inc is an equal employment opportunity employer and implements policies and practices that do not discriminate against applicants and employees. Post-offer background check will be required.

Check out our social media (@buoybeer and @pilotheadistilling) and websites (buoybeer.com and pilothousedistilling.com) to find out a bit more about us. If you’re interested to apply, please send your cover letter and resume in Word or PDF format to Jobs@buoybeer.com. Be sure to include which position you are applying for. We look forward to hearing from you and learning why you are interested in joining our team.