

**BUFFALO URBAN RENEWAL AGENCY
JOB VACANCY**

JOB TITLE: Payroll Benefits Manager

SALARY: \$58,339.00 - \$60,929.00

LOCATION: 920 City Hall

REPORTS TO: Senior Director Of Administration or HR. Manager (If Internal)

SALARY GRADE: 29U

DATE: February 5, 2024

NO. OF POSITIONS: (1)

HOURS OF WORK: 8:30 P.M. – 4:30 P.M.

GENERAL STATEMENT OF DUTIES:

- Completes new employee onboarding and orientation including review of benefits information, and assistance with completion of new hire paperwork.
- Responsible for data entry, reporting and processing of pay information including working with the payroll vendor as needed and completing auditing.
- Prepares and files required reports with government agencies and third-party vendors and partners including 941E reports, EEO-1 reports, NYS Retirement reports and required reporting to NYS and Federal Department of Labor.
- Enter, maintain, and update employee data into the HR Information System and payroll system including making salary adjustments, processing increments and longevity pay changes, maintaining accruals of benefits and processing changes in benefits deductions and opt out credits and any other required HR and Payroll systems data entry, as needed.
- Process employee separations including but not limited to processing pay, accrued time, benefit terminations and termination related paperwork.
- Completes required paperwork for workers compensation claims and leaves of absence including acting as a liaison with the NYS insurance fund.
- Administer employee benefits programs including changes in coverage and union contract parameters. Inform employees of changes in health coverage. Coordinate open enrollment in collaboration with broker and insurance carriers.
- Coordinates NYS Retirement benefits for employees and assists employees with inquiries related to those benefits.
- Maintains employee personnel files and related HR and employee paperwork and files (electronic and paper, as applicable).
- Collaboration with Finance Department on financial aspects of payroll and reporting.
- Performs clerical duties including computer data entry as needed.

- Completes reporting for audits and other reporting needs.
- Understands and applies the details of the collective bargaining agreement.
- Acts as a resource to employees seeking guidance regarding payroll and benefits.
- Perform administrative tasks related to the assignment and tracking of required training.
- Other duties as necessary or assigned.

MINIMUM QUALIFICATIONS:

Associate degree from an accredited college or university, required, preferably in business administration, finance or human resources.

At least 5 years of human resources experience required, preferably in state or local government.

RESIDENCY REQUIREMENT:

As a condition of employment, the appointee must establish and maintain residency within the City of Buffalo during their tenure of employment. Residency must be established within three (3) months of the starting date of employment.

Cover letter and resume should be submitted by 4:30 pm (EST) Friday, March 1, 2024 to the attention of Scott C. Billman via email to GAlessi@hrbuffalo.com.