

PAYROLL AND BENEFITS ADMINISTRATOR

Under the direction of the SVP/Human Resources and AVP/Human Resources Operations Officer, the ideal candidate will perform all aspects of the ADP payroll function as well as become the liaison between benefit providers and our employees. Additional functions will also be taught over time in order for the candidate to become an important contributor to our employee oriented culture.

The ideal candidate for this position will be responsible for the following:

- The accurate and timely processing of the Bank's employee payroll using the ADP Workforce Now system
- Continually reviewing current payroll policies and practices to identify potential improvements
- Keeping employees informed with enhancements regarding the correct usage of the ADP payroll system
- Remaining knowledgeable with all Dedham Savings benefit plans
- Maintaining employee enrollment in the Bank's benefit programs (i.e. health, dental, vision, FSA, retirement, etc.)
- Keeping accurate employee records regarding used and accrued time (i.e. vacation, sick, owed, FMLA, etc.)
- Maintaining the Applicant Tracking log
- Performing required government agency reporting
- Performing regular interdepartmental audits as well as assisting with external audits
- Performing various administrative tasks
- Providing outstanding customer service to all employees

The skills and qualifications for this position include:

- 2+ years of working within a Human Resources Department environment
- Thorough knowledge of the ADP Workforce Now system
- Proficient in MS Office with expert Excel skills required
- Creativity, flexibility, and innovative team player with a willingness to work within constantly changing priorities
- Strong interpersonal skills and an ability to effectively communicate verbally and in writing with people at all levels in the organization and from various backgrounds
- Strong organizational skills and the ability to prioritize, meet deadlines, and improve current processes
- Strict adherence to confidentiality of all Human Resource matters
- Patience and empathy with sensitive employee matters

We offer a generous benefits package which includes health, dental, vision, 401(k), Defined Benefit Plan, and tuition assistance. If you would enjoy working with terrific employees, in a fast paced, rewarding environment, please contact Jean Tennihan for further information.

jean.tennihan@dedhamsavings.com

or

Jean Tennihan, SVP/Human Resources
Dedham Savings
55 Elm Street
Dedham, MA 02026

Dedham Savings is an Equal Opportunity, Affirmative Action employer, and applicants for employment are considered without regard to race, color, religion, sex, sexual orientation, age, marital status, national origin, disability, Veteran status, recently separated Veterans, and all other categories covered by law.

January 2017