



CRUMDALE — PARTNERS —

HR & Payroll Coordinator

Workplace type: Hybrid

Job type: Full-time

About Crumdale Partners:

Crumdale Partners is a diversified insurance firm providing custom, self-funded healthcare solutions to a limited distribution network of brokers, consultants, and agents nationwide. Ranked on the Inc. 5000 Fastest Growing Companies and Best Workplaces, we leverage industry expertise, superior talent, data analytics, and a disruptive mindset to manufacture, underwrite, and administer agile, transparent, and cost-saving solutions. We optimize the fragmented health benefits supply chain to reduce health benefit costs and create better outcomes for employers and employees.

At Crumdale, people come first. We strive to make a positive impact on the people we serve. We believe this starts with the passion and purpose of our team. Our company culture is rooted in alignment, innovation, and integrity.

About the Job:

The HR & Payroll Coordinator will fill a newly created role in the company with responsibility to manage and further develop an HR function and oversee payroll. This hands-on position will entail consolidating responsibilities currently shared among several individuals. This role will manage tactical HR responsibilities such as onboarding/offboarding, benefits administration, and coordination of quarterly performance evaluations, etc. This position will also manage payroll, which is processed twice monthly by an outsourced third-party service provider. Regular interaction with both the outsourced payroll vendor and payroll system (Paylocity) will be required, including communication of any/all periodic payroll changes to the outsourced payroll vendor.

Duties & Responsibilities:

- Onboard new employees, including preparation of templated offer documents/agreements and management of Paylocity onboarding module.
- Administer employee benefit plans (medical, dental, vision, 401k, etc.), including management of enrollments and related enrollment changes.
- Manage employee LOA in conjunction with outsourced payroll provider.
- Manage quarterly employee evaluation function, including communication with managers, ensuring adherence to program cadence, documentation compliance, reporting, and processing of related payroll events.
- Offboard employees, including management of documentation, payroll, and related benefit terminations.
- Maintain all employee and related files and documentation.
- Work with outsourced payroll provider, manage accurate and timely processing of twice-monthly payroll and related updates including new hires, terminations, changes to pay, deductions, etc.
- Ensure compliance with federal/state/local payroll and wage laws and best practices.



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- Prepare and maintain accurate records and reports of payroll transactions.
- Gather and analyze data related to payroll, HR processes, employee performance.
- Ensure data integrity and confidentiality in the HR and payroll functions of the Company.
- Assist in development and implementation of personnel policies and procedures.

Qualifications & Skills:

- Excellent interpersonal and organizational skills.
- Experience in HR function, including processes and systems.
- Knowledge of full-cycle payroll function including preparation, balancing, auditing and payroll taxes.
- Proficiency with online payroll systems and related processing (Paylocity utilized).
- Proficiency with Microsoft applications including Word, Excel, and Outlook.
- Proficiency in HRIS and Human Resources and/or Payroll Certifications a plus.
- Associate or bachelor's degree in related area valued.
- Three or more years of related experience valued.

Compensation:

\$60,000 - \$90,000 annual plus bonus eligibility, depending on experience

Benefits:

- Medical Insurance
- Vision Insurance
- Dental Insurance
- 401(k)
- Disability Insurance
- Flexible Vacation