



Human Resources Coordinator

Thrive Nutrition Services is a national leader in food service management for schools, and Hungry's Restaurants has a wide variety of dining options in multiple various operations, including Marlin's Family Restaurant. We are proud of our 30 years of service and know that our clients appreciate the way we do business. Our experience with food service over the years has led to a distinguished and responsive food service program that can keep up with the challenging food service industry.

Build your Human Resources career with our dynamic organization. We are currently accepting applications for a qualified Human Resources Coordinator at our Corporate office located in downtown Sioux Falls. We seek an experienced professional who understands the unique factors involved in processing payroll for multiple locations in multiple states. ADP Workforce Now experience preferred. We are a growing organization of 600 employees looking to add to our team.

Summary

Responsible for the accurate preparation, documentation, and distribution of payroll via the payroll system. Review the computation of pay and ensures the company payroll policies are in accordance with regulations. Provide support with the daily operations of Human Resources department.

Essential Duties and Responsibilities

- Responsible for the preparation and processing of biweekly payroll; review and ensure accuracy of approved timecards; track and deduct all garnishments and other special payroll deductions
- Handle administration of electronic payroll/HRIS system (ADP Workforce Now). Setup each employee per valid programs. Maintain adherence to FLSA. Monitor electronic timecards. Ensure valid data transfers to/from payroll service
- Responsible for the coordination efforts between Payroll/HR and other departments to ensure proper flow and maintenance of employee data; preparation of reports
- Establish/maintain employee records; ensure that employee changes are entered correctly and made on a timely basis; review for proper authorization and adherence to policy including compliance with federal/state/local regulations
- Review benefit and other deductions to ensure accuracy
- Assists employees and supervisors with payroll related issues in a timely, professional manner
- Maintain accurate records of PTO, vacation, and sick and resolve any issues
- Reconcile employee deductions
- Investigate and correct payroll discrepancies and errors
- Update payroll records by recording changes including insurance coverage, garnishments, wage/salary increases
- Process new employees, terminations, transfers and promotions

- Complete requests for pay-related documents including statement and verifications
- Develop, manage, and maintain comprehensive payroll records
- Assist with the daily operations of the HR department
- Manage document retention for HR department
- Assist with department improvement activities
- Administrator of ADP I-9 process
- Administrator of ADP WOTC process
- Assist with benefit administration, workers' compensation, policy management, compensation programs, compliance, and employee relations.

Requirements

- High school diploma or general equivalency diploma (GED) required, Associate degree in Business Administration/Human Resources preferred
- Minimum of 2-3 years payroll experience
- Proficient with ADP Workforce Now
- Excellent customer service and interpersonal skills
- Effective communication skills, written and verbal
- Acute attention to detail, accuracy and problem-solving skills
- Proficient in Microsoft Office products
- Knowledge of federal and state payroll regulations and requirements

If you are a qualified candidate and a good fit for our organization send your cover letter and resume to:

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