

**CITY OF FOLLY BEACH
DIRECTOR OF HUMAN RESOURCES / PAYROLL SPECIALIST**

Summary of Duties

The City of Folly Beach is accepting applications for the position of Director of Human Resources/Payroll Specialist. Under the direction of the City Administrator, the Human Resources Director performs duties related to records management, benefits processing, and other areas of Human Resources. The position is responsible for all human resource functions for the City of Folly Beach. Under the direction of the Director of Finance, this position conducts all activities related to payroll, bonuses, and other employee compensations. The duties are not limited to the ones listed in this posting. Other duties may be assigned.

Primary Human Resource duties and responsibilities:

- Advertises for positions and oversees recruitment and applicant tracking.
- Responsible for employee onboarding, Everify and SC New Hire reporting.
- Oversees compensation accuracy and classification of job titles.
- Works with the Finance Director during annual audits of payroll files to assure all paperwork justifies wages and salaries being distributed to employees.
- Works with the Mayor and Council to develop personnel policies and procedures.
- Oversees employee benefits, including SC PEBA Health and Retirement Systems, MASC SCMIT worker's compensation program, employment compliance with State and Federal laws, and personnel files.
- Prepares OSHA forms 300, 300A and 301 for worker's compensation claims.
- Submits annual payroll audit report to SC Municipal Insurance Trust for worker's compensation insurance premium review.
- Prepares quarterly and annual reports for the IRS, SC Department of Revenue, SC Department of Employment and Workforce and SC Retirement System.
- Performs monthly leave accruals.

Primary Payroll duties and responsibilities:

- Processes bi-weekly payroll in Tyler Incode10 program.
- Process monthly housing allowances through the payroll process.
- Processes all payables created by payroll including health insurance, retirement contributions, liens and levies, medical spending account contributions and other deductions that require payment to a vendor.
- Submits payroll taxes for payment biweekly to federal and state agencies.

Other Duties:

- Responsible for general insurance with the Insurance Reserve Fund including:
 - Claims of vehicles involved in accidents, process proof of losses, assuring payments are received from IRF.
 - Tort claims against the City of Folly Beach
 - Adding and deleting vehicles or property
 - Responsible for completion and submission of annual renewal worksheets for each policy with Insurance Reserve Fund.
- Acts as Risk Manager for the City of Folly Beach and completes the Minimum Loss Control Guidelines Assessment for premium reduction on Worker's Comp annual billing.
- As a member of the Safety Committee, this position is responsible for scheduling quarterly safety committee meetings and recording minutes.
- Manages Employee of the Quarter and Employee of the Year awards by submitting nominees to the EOQ Committee for selection and keeping records of both.

SAFETY: It is the responsibility of each employee to comply with the established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

Education and/or experience:

Bachelor's degree with an emphasis in Human Resources or related field and five years related experience and/or training in Human Resources administration, or an equivalent combination of education and experience. Municipal HR experience with knowledge of SC PEBA programs and professional certification of PHR or SHRM-CP preferred.

Additional Knowledge, Skills, and Abilities:

Working knowledge of Microsoft Office. Knowledge of payroll processes and programs. The ability to quickly adapt to organizational change. The ability to work independently and possess good organizational skills.

Salary and Benefits

The annual salary for this position is between \$60k and \$65K, depending on experience. The City provides 11 paid holidays per year, vacation and sick leave, SC PEBA insurance and retirement, and qualifying tuition reimbursement in a field that is job related.

Applications may be completed and submitted at <https://www.cityoffollybeach.com/city-departments-services/human-resources/employment-opportunities/>. Please see the full version of the advertisement on the City's website. Email inquiries may be directed to Kathryn Battey, kbattey@follybeach.gov. This position will remain posted until filled.