

# CONIFER REALTY

## JOB DESCRIPTION

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|---------------------|--------------------------------|
| <b>Job Title:</b>   | People + Culture Administrator |
| <b>Department:</b>  | People + Culture               |
| <b>Reports To:</b>  | People Manager                 |
| <b>FLSA Status:</b> | Non-Exempt                     |
| <b>Prepared By:</b> | People + Culture               |
| <b>Date:</b>        | July 2026                      |

### OVERVIEW

The People + Culture Administrator is responsible for the accurate and timely administration of assigned payrolls and related payroll processes for the organization. This role ensures payroll transactions are processed in compliance with federal, state, and local regulations and supports the integrity of payroll data, reporting, tax treatment, and employee record maintenance. Beyond core payroll, the People + Culture Administrator serves as a key player in the organization's HRIS and partners on onboarding to ensure a seamless connection between new hire setup and payroll. The People + Culture Administrator applies strong analytical ability, sound judgment, and attention to detail to resolve payroll issues and support broader payroll and HR operations.

### RESPONSIBILITIES

#### Payroll Administration

- Administer weekly and semi-monthly payroll processing, ensuring accuracy, timeliness, and compliance with applicable policies and regulations.
- Audit payroll data, employee changes, earnings, deductions, tax setup, and system entries prior to payroll submission to ensure accurate results.
- Research, reconcile, and resolve payroll discrepancies, retroactive adjustments, overpayments, underpayments, and employee payroll inquiries.
- Partner with Paylocity to set up payroll operations in new states as needed, including state and unemployment tax registration and reporting configuration.
- Prepare and process manual checks, off-cycle payments, bonus payments, referral bonuses, service awards, and other special earnings as needed.
- Review, verify, and process payroll-related transactions — including new hires, status changes, terminations, and pay changes — based on documentation drafted by the People + Culture Coordinator.
- Administer wage garnishments, unemployment-related items, and other payroll-related compliance processes.
- Verify and approve 401(k) deferral and loan feedback files and coordinate funding activities with plan partners as required.
- Complete payroll reconciliations and support month-end, quarter-end, and year-end payroll activities, including audit requests, third-party sick pay reconciliation, and required reporting.
- Prepare recurring and ad hoc payroll reports, analyze payroll data, and identify trends, exceptions, or opportunities for process improvement.

## **HRIS**

- Serve as a key player in the administration and optimization of the organization's HRIS, auditing employee, pay, and organizational records to ensure data stays current, consistent, and reliable across payroll, benefits, and HR data.
- Support HRIS configuration, workflow improvements, reporting, and system updates, and help drive automation and standardization across HR and payroll processes.
- Partner with vendors and internal teams to troubleshoot system issues, test updates, and ensure the HRIS supports evolving business needs.

## **Onboarding and Payroll Setup**

- Double-check new hire setup in Paylocity for accurate entry of tax elections, direct deposit, and deductions before the employee's first pay cycle.
- Partner with the People + Culture Coordinator on the handoff between onboarding paperwork and payroll setup to keep new hire entry accurate and on time.
- Train new employees during new hire orientation on how to use Paylocity.

## **General**

- Partner with HR, Finance, and operational leaders on payroll actions that require cross-department coordination.
- Work with payroll vendors to research and resolve tax notices and payroll processing exceptions.
- Identify opportunities to strengthen payroll controls.
- Maintain confidentiality of sensitive employee, compensation, and organizational information at all times.
- Provide high-quality internal customer service and support special projects and other payroll and HR-related duties as assigned.

## **EXPERIENCE**

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- Minimum 3 years of progressively responsible payroll administration or payroll processing experience required.
- Experience processing multi-state payroll in an in-house or hybrid payroll environment required.
- Experience with Paylocity preferred; experience with other payroll and HRIS platforms will also be considered.
- Experience supporting or administering an HRIS preferred.
- Experience supporting payroll for an employer with 500 or more employees preferred.
- Demonstrated experience with payroll audits, reconciliations, reporting, and issue resolution preferred.
- Advanced working knowledge of Microsoft Office, especially Excel, required.
- Strong math aptitude and high level of accuracy in data entry, review, and proofreading required.
- Demonstrated ability to handle sensitive information with professionalism and discretion.

## **EDUCATION / TRAINING**

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- High School Diploma or GED required.
- Associate's or Bachelor's degree in Business, Accounting, Human Resources, or related field preferred.
- Equivalent combination of education and relevant payroll experience will be considered.

## **SKILLS**

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- Strong knowledge of payroll practices, payroll controls, and applicable wage and hour requirements.
- Analytical mindset with the ability to work comfortably with numbers, reconciliations, and data review.
- Strong problem-solving skills with the ability to research issues and recommend practical solutions.
- Excellent organizational, time management, and multi-tasking skills with the ability to meet deadlines in a fast-paced environment.
- Strong attention to detail and commitment to accuracy.
- Excellent verbal and written communication skills and ability to work effectively with employees at all levels.
- Ability to work independently while also collaborating effectively across teams.
- Adaptability and flexibility in response to changing priorities and business needs.
- Strong customer service orientation and professional judgment.

## PHYSICAL AND MENTAL REQUIREMENTS

- Light work that may require walking, stooping, crouching, and lifting up to 10-15 pounds on occasion.
- Must be able to sit for extended periods of time.
- Flexibility for occasional travel for conference, training, or regional meetings when scheduled.

## TYPE OF EQUIPMENT REQUIRED TO BE USED

- Computer
- Telephone
- Calculator
- Photocopier / Scanner / Fax (all in one)

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## SIGNATURE

Your signature below confirms that you have read and understand the job requirements and responsibilities of this position, and that you are able to perform the expected responsibilities. If at any time you are unable to perform any responsibility of this position, notify your direct supervisor as soon as possible.

Print Name \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Print Name \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date