

Personnel/Human Resources Assistant

Municipal utilities authority located in Ocean County seeks qualified applicant to assist Human Resource Supervisor with all aspects and functions of the division, including but not limited to the following:

1. Participates in benefits and PERS functions as required by the Authority.
2. Prepares new employee personnel files and new hire orientation packages.
3. Provides new employee orientation, schedules new employee pre-employment physicals and background checks.
4. Assists in maintenance of records, reports and logs pertaining to employee benefit time.
5. Processes monthly and year end Affordable Care Act Records (ACA) 1094C/1095C.
6. Performs and assists in payroll as needed, but must develop a thorough knowledge of Payroll administration, including the monthly and quarterly worksheets necessary to submit pension contributions to the State.
7. Maintain a sufficient understanding of current Federal and State Tax regulations, the Public Employee's Benefits Manual and the Authority's Employment agreements.
8. Assists the Personnel/Human Resource Supervisor with record keeping and filing.
9. Ability to understand and administer FMLA and NJFLA.
10. Ability to understand and administer health benefits to all employees.
11. Process all miscellaneous paperwork relating to COBRA, disability insurance claims, Unemployment claims, and verification of employment
12. Keeps all work related information/activity confidential within the Division.
13. All other duties as assigned or required.

A minimum of an Associate's Degree and/or a minimum of 2 years experience in a Human Resources/Payroll environment. Must be highly organized, have strong accounting skills and the ability to work well with personnel and management. Excellent benefit package provided.

Please respond with resume and salary requirements to sylvester@brickmua.com