

## **Opening: Employee Services Senior Specialist**

Since 1851, Glens Falls National Bank has been helping individuals and businesses of the North Country meet their financial goals. We have 30 offices from Clinton to Saratoga counties and offer a broad range of personal and commercial banking, retirement, investment and insurance services.

The Human Resources Department serves the more than 500 employees of the Arrow Financial Corporation family of companies- -Glens Falls National Bank, Saratoga National Bank, Capital Financial Group, McPhillips Insurance, and Upstate Insurance. We handle in-house payroll, tax reporting, and time-keeping for the corporation. This Payroll Sr. Specialist is part of a small team responsible for the maintenance and processing of employee information throughout the HRIS, attendance, payroll and/or benefit plan systems. Bookkeeping and tax reporting as well as administrative and customer care responsibilities for payroll and benefits are critical functions of this position.

### **RESPONSIBILITIES:**

- Process employee and retiree elections, additions, updates and changes with payroll and/or benefits while complying with all regulatory laws and standards as well as Company policies and procedures.
- Process Company payroll to ensure timely and accurate delivery of employees bi-weekly pay.
- Communicate with outside providers to ensure accurate payment, enrollment and coverage.
- Maintain all reports to pay and track expenses.
- Communicate with employees regarding pay, benefit, insurance or other Human Resources related issues.
- Participate in open enrollment activities, new hire onboarding, various Human Resources programs, and Company wellness events.
- Assist with required government filings; gather data and complete documentation
- Contribute to the development and implementation of Human Resources projects and activities.

### **QUALIFICATIONS:**

#### **Education/Certifications:**

- Associates Degree or equivalent experience in payroll or bookkeeping required
- 4 to 6 years of experience in payroll, bookkeeping or accounting; payroll processing experience preferred

- **Skills/Knowledge:**
- Experience with accounting and bookkeeping
- Proficient in Microsoft Office Suite programs: Word, Excel and Outlook; ability to create and use spreadsheets and other reports for various processing activities
- Excellent communication skills, both written and verbal; comfortable communicating with customers, co-workers, and management
- Skilled in multi-tasking and working under strict deadlines while ensuring accuracy and attention to detail
- Ability to work with and guard confidential information

To Apply, Please Go To [www.ArrowFinancial.com](http://www.ArrowFinancial.com) and click on “Careers”