



# snowbasin

## Job Description

**Job Title:** Payroll and Recruiting Coordinator  
**Department:** Human Resources  
**Reports To:** Director of Human Resources  
**Prepared Date:** May 2015  
**FLSA:** Non- Exempt  
**Status:** Full Time Year Round

**NOTE: This job description shall not be construed as a contract for employment.**

### SUMMARY

As a member of the Human Resource team, the Payroll and Recruiting Coordinator is under direct supervision of the Human Resource Director. The positions' main task is to provide information to qualified employees about policies and regulations and provide universal support to all personnel. The Coordinator will support the company by processing applications, authenticating employment, staffing, promoting job positions, employment severance, and administering payroll. This position prepares and balances the resort payroll; ensuring error-free paychecks are distributed. The Coordinator will recruit with the assistance of the hiring managers to effectively staff Snowbasin. This individual is responsible for maintaining strong business relationships and in-depth understanding of the business as well as achieving delivery on assigned requisitions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES: (include the following; other duties may be assigned)

- Interpreting policy and answering employee questions or concerns regarding benefits, payroll, etc.
- Processing new hires and terminations
- Maintaining all employee files
- Oversees all activities related to personnel preparation and processing
- Maintains confidentiality of all personnel issues and information
- Process all payroll status change forms; promotions, transfers, demotions, leaves of absence, terminations, and resignations
- Screening and reference checking employment candidates
- Organizing employee parties and events
- International staffing, J1 processing, and working with sponsor companies
- Ensuring the accurate information reflects in payroll database, verifying, and providing inputs regarding data and pay changes
- Verify employment eligibility through the use of E-Verify
- Report new hires to the Utah new hire Registry
- Issue time clock badges and name tags
- Receive paychecks, accept payroll, run reports and distribute paychecks
- Enter any necessary garnishments
- Supporting new employee orientation programs, notifies employees on health, dental, medical, and compensation benefits
- Providing recommendations to the Director of Human Resources on training programs, trouble areas, and many other opportunities
- Participates in job fairs, local college/university recruitment and travels to national parks for job fairs
- Serves as a local resource to candidates; understand, communicate, and answer candidate questions
- Ensures each candidate has a positive recruiting experience with our organization
- Partners with hiring managers to ensure effective and timely posting of seasonal and year round positions
- Record and track every application that comes into Snowbasin
- Partners with hiring managers to execute a coordinated international recruitment program
- Partner with housing options in Ogden
- Monthly UTA van logs

### EQUIPMENT USED:

- Personal computer, telephone, copy machine, and other basic office equipment

### RESPONSIBILITIES TO SAFETY:

- Promote the safety of self, co-workers and Snowbasin Resort guests at all times
- Promptly report any potentially harmful equipment or situations to the immediate supervisor and/or appropriate department(s)
- Report safety-related accidents and incidents at once to immediate supervisor and appropriate department(s), following documented procedures
- Follow all company and department safety policies and procedures as outlined in the Resort's Occupational Safety & Health Compliance Manual and department-specific procedures or manuals
- Engagement of safety related topics and education

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**EDUCATION and/or EXPERIENCE**

Must possess minimum Bachelor's Degree or equivalent educational experience. 3-5 years of prior experience in related field; resort experience preferred as well. Must have basic proficiency of Microsoft Word & Excel software applications.

**CERTIFICATES, LICENSES, REGISTRATIONS**

PHR or SPHR-CP certification is preferred.

**PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl. The employee must be able to lift/move 50 lbs. Must enjoy outdoor life and love to ski!