

**Position: Payroll & Benefits Coordinator**  
**Department: Human Resources**  
**Reports To: Director, Human Resources**

Intercontinental Real Estate Corporation is a privately owned, Boston based real estate investment management, development and construction company that has been actively involved in real estate finance and management for over 60 years. Today, Intercontinental is an SEC Registered Investment Advisor\* and manages a real estate portfolio diversified both by robust property mix and geography. \*Registration with the SEC does not imply a certain level of skill or training.

**JOB PURPOSE:** The Payroll & Benefits Coordinator will prepare and execute timely payroll for 120+ multi-state employees. The successful individual will be responsible for supporting our employee base with questions and concerns, as well as providing day-to-day support for the HR department which will include payroll, time and attendance, benefits, leave of absence, new hire onboarding.

**DUTIES AND RESPONSIBILITIES:**

- Process bi-weekly multi-state payroll.
- Ensure all payroll related tax filings and payments are done timely and accurately, including updating state unemployment tax rates. Assist with the set-up of new accounts with various federal, state, and local agencies as well as in future jurisdictions.
- Create, maintain, and archive all personnel files (new hires, termination, etc.) and payroll records within regulatory compliance.
- Assist with paperwork and processing for onboarding all new hires, employee termination, and status change.
- Verify criminal, credit, and educational background, reference check information.
- Develop and maintain adequate internal controls to assure accuracy of deductions and billing for benefit plans; conducts periodic internal audits.
- Conduct the timely and accurate processing of all health and welfare plan transactions, 401(k) funding, spending accounts, COBRA administration and other tasks as needed.
- Day-to-day employee point of contact for all payroll and benefit related matters.
- Assist with coordination of HR-related training sessions.
- Light accounting duties.
- Maintain compliance with federal and state regulations concerning employment.
- Maintain and conduct all matters in a highly confidential manner.
- Identify opportunities to improve payroll processes and works with management to refine processes.
- Perform administrative functions and works closely with the Human Resources Director to provide day-to-day support.
- Work closely with the Corporate Accounting department to reconcile payroll and department payables.

**QUALIFICATIONS:**

- 3+ years of Payroll & Benefits Administration experience
- Must be proficient in ADP Workforce
- Strong attention to detail.
- Flexibility and multitasking, ability to undertake several tasks simultaneously and manage them effectively
- Excellent written and verbal communication skills, confident and effective in explaining concepts and situations to employees at all levels
- Must maintain and protect employee information and employee confidentiality at all times.
- A strong team player with a positive attitude and ability to absorb and learn quickly; willing to go the extra mile

To apply for this position please email your resume to [Jobs@Intercontinental.net](mailto:Jobs@Intercontinental.net)

Intercontinental is proud to be an Equal Opportunity Employer committed to hiring a diverse workforce and sustaining an inclusive culture. All qualified applicants will receive consideration for employment without regard to race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental and physical), sex, gender identity, sexual orientation, gender expression, medical condition, genetic information, marital, military and veteran status or any other protected class under federal, state, or local law.