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<http://www.hvs-inc.com>

Human Resources (HR) and Payroll Specialist

Heartland Video Systems, Inc. is a Systems Integrator serving primarily Broadcast Television stations throughout the United States. We are a sales distribution company with an engineering team that makes us unique in our industry. We provide equipment sales and turnkey integration for broadcast television stations and professional television production facilities combining conversion, transmission, compression, monitoring, automation, storage, and routing components. Of utmost importance is a working culture built on our core values that are unwavering:

- **Customer-Focused:** Within the partnerships we have developed with our customers and vendors, our customer-focus on Service, Support, and Satisfaction is of the highest priority.
- **Dedicated and Caring:** All employees shall be dedicated to and caring of our customers and each other. With this internal commitment to support, empathy and kindness, we can reach our full potential of dedication and care for our customers.
- **Honest and Ethical:** We always strive to provide the best and most comprehensive solution dependent upon on customer needs and wants, not based on our bottom line. This is how we emerge as, and remain, a trusted partner.

Principal Duties and Responsibilities

Payroll Processing:

- Processing bi-weekly payroll runs for employees in ten different states, ensuring accurate calculations of wages, taxes, and deductions.
- Maintaining and updating employee payroll records, including changes in compensation, deductions, and other relevant data.
- Ensuring compliance with all applicable federal, state, and local regulations.
- Tracking of employee vacation and personal time.
- Reconciling payroll data to the general ledger.
- Generating payroll reports for management and other stakeholders.
- Assisting in year-end payroll tasks, including W-2 and 1099 processing and distribution.

- Resolving payroll discrepancies and addressing employee inquiries regarding paychecks and deductions.
- Reconciling payroll taxes and forms and submitting payments and forms to the proper authorities by the due dates.
- Completing the annual Worker's Compensation audit.

HSA Administration:

- Managing HSA contributions through payroll deductions.
- Ensuring compliance with IRS regulations regarding HSA contributions.
- Responding to employee inquiries about HSA eligibility, contributions, and qualified medical expenses.
- Providing employee guidance on HSA benefits and usage.
- Collaborating with third-party HSA administrators and vendors.

401K Administration:

- Processing 401K contributions, including employee deferrals and employer matching contributions.
- Transmitting retirement plan deferral files to vendors within agreed-upon timeframes.
- Maintaining records related to 401K plan participation, vesting, and funding.
- Supporting annual 401K audits and ensuring compliance with plan rules and federal regulations.
- Advising employees on 401K plan provisions, enrollment, and changes.

HR Administration:

- Assisting with employee onboarding and offboarding processes.
- Assisting in recruitment, interview scheduling, and job posting process.
- Administering employee benefits programs, including enrollments, changes, and terminations.
- Ensuring workplace compliance with EEO, ADA, and FMLA.
- Maintaining accurate and confidential employee records and ensuring compliance with company policies and employment laws.
- Responding to employee inquiries about HR policies, procedures, and benefits.
- Coordinating Employee review cycles and tracking completion.
- Reviewing and updating the Employee Handbook.

Required Key Skills and Competencies

Essential skills

- Attention to Detail: Precision in handling payroll data and maintaining records is crucial.

- **Adaptability:** Ability to navigate changes in payroll systems, regulations, or organizational needs.
- **Analytical Skills:** Ability to analyze payroll reports, identify trends, and troubleshoot discrepancies.
- **Communication Skills:** Strong verbal and written communication skills to interact with employees, managers, and other departments.
- **Organizational Skills:** Managing multiple tasks, deadlines, and confidential information effectively.
- **Technical Proficiency:** Expertise in QuickBooks and Microsoft Office Suite, especially Excel.
- **Problem-solving Skills:** Ability to identify and resolve payroll and HR-related issues efficiently.
- **Confidentiality:** Maintaining the privacy and security of sensitive employee data is paramount.

Desired qualifications

- A bachelor's degree in human resources, business, or accounting is preferred.
- Relevant experience in payroll processing and HR administration.
- Knowledge of relevant employment laws and regulations (e.g., federal, state, and local)
- Certifications like Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) are a plus.

We are looking to hire individuals with a great attitude, a collaborative mindset, and a commitment to excellence. A successful candidate is proactive, detail-oriented, and thrives in a fast-paced, dynamic environment. Equally important is the ability to align with and contribute positively to our company culture — one that values integrity, teamwork, accountability, and continuous improvement.

Outstanding customer service is our primary focus. We are looking for a person that will fit seamlessly with our team and can fulfill the requirements set forth above.

Heartland Video Systems offers a full-time employee benefits package that includes Group Health Insurance, Group Disability and Life Insurance, 401(K) Plan with matching funds, paid holidays, vacation, and personal time, continuing education and advancement opportunities within the company.

If you are this person, we'd love to hear from you by contacting:

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