



**POSITION ANNOUNCEMENT**  
**Lexington Park, Maryland**

**PAYROLL & BENEFITS SPECIALIST**  
**Finance/Human Resources**

**Starting Salary Range: \$21.05 to \$28.65 per hour, DOE**  
**FLSA: Non-Exempt**

***Tactical Air Support is Nevada Center for Entrepreneurial Technology (NCET)***  
***2019 Aerospace / Aviation Company of the Year***

Tactical Air Support, Inc., a national company headquartered in Reno, Nevada, provides domestic and international “**Center of Excellence**” training and advisory services in tactical aviation and is seeking a **Payroll & Benefits Specialist** to join its **Finance and Human Resources** teams.

Tactical Air’s motto is “*We Serve Those Who Serve*” and our company’s purpose is twofold: we help make the world more secure through our efforts to improve the military capabilities and security of the United States and our partner nations, and we create an environment where our employees can discover, develop, and share their talents in ways that provide a meaningful career path.

The Payroll & Benefits Specialist position is an integral part of a dedicated, elite team of professionals who get things done, enjoy working together, and are committed to growing with this fast-moving company.

This position is located at Tactical Air corporate offices in Lexington Park, Maryland. Situated in St. Mary’s County with a population of over 12,000, Lexington Park is home to the Pax River Naval Air Station and offers activities including the arts, local history, a variety of restaurants, and area parks. Check out <https://livability.com/md/lexington-park> for more information.

The ideal candidate for the Payroll & Benefits Specialist position will be professional, disciplined, highly-productive, and responsive to the needs of the company and employees. The Payroll & Benefits Specialist will be organized and detail-oriented and must be committed to providing efficient, reliable support to the finance and human resource team members, other departments, and external parties. This position will assist with and administer activities relating to payroll and benefits administration and will participate in problem-solving and special projects as assigned. The successful candidate for this position will serve as the company’s subject matter expert for all payroll and benefits administration. This position will report to the Financial Controller (located in Reno, Nevada) and to the Director of Human Resources (located in Lexington Park) and will require ability to prioritize tasks and coordinate duties and communications remotely utilizing video conferencing tools.

***The key desirable and preferred requirements for this position include:***

- Bachelor's degree in Accounting, Finance, Business Administration, or related discipline preferred; certification in payroll or benefits specialties advantageous.
- Two to four years' experience with basic human resources, payroll practices, benefits administration, compliance, or other related experience.
- Strong understanding of accounting principles and business practices; experience in DCAA/DCMA government accounting advantageous.
- Strong math and research skills.
- Strong computer proficiency with advanced skills in accounting software systems, ERP/database maintenance, and Microsoft Office; experience with UNANET, QuickBooks, and third-party payroll systems a plus.
- Strong interpersonal skills and ability to provide excellent customer service.
- Self-starter with strong organizational and time management skills with ability to correctly prioritize workload to maintain schedules, deadlines, and standards on assigned projects and tasks.
- Ability to manage multiple roles and projects and to see the big picture.
- Ability to remain calm under pressure and be adaptable.
- Willing to learn with ability to cross-train into other specialties as needed.
- Ability to read, listen to, and understand information and ideas verbally and in writing.
- Creativity, positivity, and confidence.
- Infrequent travel to various work sites throughout the U.S. may be required.
- Ability to obtain U.S. government security clearance.
- This position may be subject to pre-employment drug/alcohol screening (including for marijuana).

The successful candidate for this position must be will to relocate. Tactical Air does not provide relocation expenses.

Tactical Air offers a comprehensive benefits package, including (but not limited to) 401K retirement savings plan with employer match, full health/dental/vision care, and life insurance. The level of position offered will be dependent upon background and qualifications. If you are a dynamic, self-motivated individual who appreciates challenging yet rewarding work, with a keen interest in payroll and benefits administration, Tactical Air invites you to apply.

***All applicants must submit a cover letter, current CV/resume, and completed employment application. For complete position profile and application, please go to <https://tacticalairsupport.com/jobs/>.***

***The deadline to submit complete application materials is June 30, 2020.***

If any candidate requires assistance in accessing or completing an employment application, please contact Human Resources.

*Tactical Air is proud to be an EOE AA M/F/Vet/Disability Employer*

# Tactical Air Support, Inc and Associated Subsidiaries Position Description

## PAYROLL & BENEFITS SPECIALIST

**Reports to:** Financial Controller; Director of Human Resources  
**Classification:** Non-Exempt  
**Date:** 16 December 2019

### Tactical Air Company Values:

- **Integrity** – we are honest and truthful in what we say and do.
- **Excellence** – we develop the highest quality people, products, and services.
- **Respect** – we are proven experts valued for our ability and experience.
- **Reliability** – we provide consistent, dependable, and trusted performance.
- **Commitment** – we are dedicated to our mission, customers, and each other.

### Core Values:

- **Character matters.**
- **Safety is a byproduct of our professionalism.**
- **Excellence is our standard.**

### Employees are expected to apply and follow these principles in the performance of their respective duties:

- Pursue excellence and be accountable.
- Develop working knowledge of company programs and services.
- Learn and comply with company and departmental policies, protocols, and systems.
- Apply customer service practices and emotional intelligence to cultivate and maintain professional and respectful relationships with co-workers, customers, public/private officials, partners, suppliers, local communities, and the general public.
- Be aware of safety program and policies and practice safe work habits.
- Perform quality work with or without direct supervision.
- Work collaboratively, cooperatively, and effectively with co-workers, managers, and stakeholders whether as a team player, team leader, or individual contributor.
- Serve as a mentor, coach, encourager, and motivator to fellow colleagues as needed.
- Exercise self-motivated, self-directed, independent, and mature decision-making, problem-solving, creative thinking, and analytical skills.
- Approach work with energy, a positive attitude, and sense of humor.
- Be flexible, adaptable to change, and willing to learn.
- Be a good steward of company resources, using time and resources wisely.
- Safeguard confidential and proprietary information in accordance with company and legal requirements.

### Position Summary

Under general direction, the Payroll and Benefits Specialist will assist with and coordinate activities relating to the company payroll and benefits administration including developing, implementing, and monitoring all systems and performing internal audit and control procedures to ensure all wages, taxes, and benefits are accurate. The Payroll and Benefits Specialist will participate in problem-solving and special projects in support of the Finance and Human Resources divisions and will serve as the company's subject matter expert for all payroll and benefits administration.

# Tactical Air Support, Inc and Associated Subsidiaries

## Position Description

### PAYROLL & BENEFITS SPECIALIST

The following education and experience; essential functions; knowledge, skills, and abilities; physical demands; work environment; and authorizations/clearance are generally representative of the *minimum or preferred requirements to enter the job and capably perform the duties and responsibilities*. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### Education, Work Experience, and License

- Bachelor's degree in Accounting, Finance, Business Administration, or related discipline preferred.
- Background and experience in payroll and benefits administration.
- Equivalent combination of training, education, and experience in basic human resources, payroll practices, benefits administration, compliance, or other related experience.
- Certification in payroll systems and benefits specialties advantageous (e.g., CEBS, CPP, and or PHR/SHRM-CP).
- Valid State Driver License.
- Familiarity or experience with U.S. Department of Defense (DoD) federal contracting, DCAA/DCMA government accounting, and the aerospace, defense, or commercial aviation industry advantageous.

#### Essential Functions Required

The essential functions for this position may include, but are not limited to:

#### PAYROLL

- Process timely and accurate payroll for all classifications of employees including review, collecting, and calculating hours from timekeeping system, entering tax and direct deposit information, and administering regulatory requirements (e.g., garnishments, tax levies, support orders, or other adjustments to pay), and reporting all payroll data to third party payroll provider.
- Implement and maintain payroll best practices to improve efficiency.
- Coordinate all payroll/HRIS processes, upgrades, and changes with Human Resources.
- Perform necessary new hire/termination notifications to state agencies.
- Coordinate time and attendance and paid leave policy for all employees.
- Prepare required reports or summaries of earnings, taxes, deductions, leave, benefits funding, and filing activities as required.
- Prepare payroll journal entries and adjustments.
- Reconciliation of payroll records to general ledger.
- Record and process federal and state payroll tax deposits.
- Perform internal audits to verify information accuracy; assist with financial audits as assigned.
- Serve as liaison to employees to resolve timesheet or payroll questions with tact and diplomacy.
- Participate in ongoing education opportunities to keep abreast of industry trends and developments, current financial legislation, and company policies and procedures.

#### BENEFITS

- Accurately administer all employee benefit programs including enrollment and terminations; provide vendors with accurate eligibility information.
- Coordinate and conduct new hire benefits orientation to ensure new employees receive accurate benefits information and gain understanding of benefits eligibility.
- Fulfill all governmental regulatory mandates and ensure filings are performed as required.
- Coordinate and assist with annual open enrollment period to include preparation/distribution of materials, and processing changes within deadlines.

# Tactical Air Support, Inc and Associated Subsidiaries

## Position Description

### PAYROLL & BENEFITS SPECIALIST

- Plan and conduct internal audits to ensure all benefit enrollments are accurate, employee information is current and correct, and work with Finance and Human Resources for quarterly or annual financial or 401K audits.
- Address benefit inquiries to ensure timely and accurate resolutions.
- Process monthly billing from providers; review and reconcile billing for accuracy and submit for payment in a timely manner; resolve discrepancies with carriers and payroll.
- Coordinate and manage benefit enrollment, claims, information, and any other Plan requirements with broker, third-party administrator, benefit vendors, and other stakeholders.
- Coordinate necessary COBRA enrollments/changes, as necessary.
- Other duties as assigned.\*

#### Knowledge, Skills, and Abilities (KSAs)

- Demonstrated value-added knowledge of payroll and benefits administration to ensure accuracy of processes and information.
- Ability to apply basic human resources processes and terminology, payroll and benefit processes and procedures, including eligibility and enrollment rules and benefit procedures.
- Demonstrated exceptional analytical skills and ability to create useful and actionable reports from data.
- Ability to perform math computations; strong business acumen.
- Ability to identify and resolve discrepancies.
- Ability to utilize common office equipment and supplies.
- Strong computer skills with ability to utilize various software and applications (Microsoft Office 365/GCC High preferred) for creating documents and reports, spreadsheets, presentations, publications; web-based applications for organizing work, communications, or data entry; virtual office/cloud-based file sharing; accounting software, Enterprise Resource Planning (ERP) and database management (e.g., UNANET, QuickBooks, Coastal Payroll, etc.).
- Ability to conduct research using the Internet, databases, files, reference manuals, or other sources.
- Ability to manage files and maintain records in compliance with standard or required recordkeeping practices.
- Strong communication skills with the ability to provide clear, concise information to stakeholders at all levels (internal and external) in verbal, written, electronic, and other communication formats.
- Ability to plan and carry work through to completion with accuracy and attention to detail.
- Ability to comfortably manage multiple tasks and projects utilizing time management and organization skills.
- Knowledge of proper use of government classified networks, telephone, and email practices and etiquette.

#### Supervisory Responsibility

This position has no supervisory responsibilities.

#### Physical Demands

- Extended periods of sitting.
- Extended use of desktop/laptop computer and peripheral equipment.
- Extended periods of reading and analyzing fine print.
- Occasional stooping, standing, and carrying.
- Infrequent lifting up to 50 pounds (with assistance, if required).

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## PAYROLL & BENEFITS SPECIALIST

- Regular use of hands and fingers to handle, feel, or operate objects, tools, or controls; reaching with hands and arms.
- Frequently required to actively talk, listen, and hear.
- Regularly ascend/descend stairs.

### Work Environment

While performing the duties of this position employees may encounter the following, but not limited to, work situations:

- Fast-paced, high-pressure, office environment.
- Occasional site visits to aircraft hangar or warehouse environment with exposure to loud noises, fumes from engines and chemicals, unpredictable climate (hot/cold), and electrical shock, or trip or slip hazards.
- Specific work hours determined by site/location, operational, departmental, or contractual requirements.
- Occasional evening, weekend, holiday, and overtime work may be required.
- Occasional travel to various work sites throughout the U.S. may be required.

### Work Authorization/Security Clearance

- Must be lawfully eligible to work in the United States and complete a U.S. government I-9 Form.
- Must be eligible to obtain a U.S. government security clearance.
- Pre-employment drug testing (including for marijuana) may be required.

***\*The statements herein are intended to describe the general nature and level of the position but may not encompass all specific job tasks an employee so classified may be required to perform. As such, responsibilities, duties, and required skills may be changed, expanded, reduced, or deleted to meet the business needs of Tactical Air Support, Inc. Furthermore, this position description does not establish a contract or implied contract for employment.***