



### Benefits & Payroll Intern

**POST: External**

DIVISION: Finance and Administration

DEPARTMENT: General Accounting

MAXIMUM # OF OPENINGS: 1

JOB TITLE: Benefits & Payroll Intern

RATE: \$17.00/hour, 40 hours/week

**GENERAL SUMMARY OF DUTIES:**

Responsible for assisting in various benefits and payroll functions related to creating, updating and/or maintaining benefits and payroll procedures/work instructions, scanning documents into personnel files, mailings and other duties as assigned

**ESSENTIAL FUNCTIONS:**

- Scan files for updated and missing information
- Update and create procedures for Benefits and Payroll
- Assist in verifying accuracy of payments to Benefits and Payroll Vendors
- Assist with Bi-Weekly processing of employee time on Payroll Mondays
- Assist with processing of Bi-Weekly Emergency Payment Requests
- Update and create procedures for benefits and payroll
- Assists with mailings
- Scanning and updating documents
- Required to follow BWL Safety Manual and wear required personal protective equipment
- Attends training for safety awareness or skills improvement as required by supervisor, BWL, or governmental agency such as MIOSHA.

**JOB SPECIFICATIONS:  
KNOWLEDGE  
SKILLS  
ABILITIES**

- Basic knowledge of accounting/bookkeeping/billing functions
- Communicates effectively both orally and in writing
- Computer skills as demonstrated by standardized testing for the following: beginning level Microsoft Word and Excel; Adobe Acrobat-Fillable PDF; SAP and OnBase knowledge preferred
- Previous customer contact experience preferred
- Applicable to college students of Junior or Senior standing who have knowledge of Microsoft Word, Excel, and PowerPoint.
- Must have proficient verbal and written communication skills.
- Must have valid driver's license with acceptable driving record.

**PHYSICAL REQUIREMENTS:**

Must be able to read and interpret documents. Ability to effectively communicate orally and in writing. Ability to enter and retrieve data from computerized, typed and written resources.

**WORKING CONDITIONS:**

Normal office environment with possible exposure to varying seasonal temperatures, and noise.

**TO APPLY:**

Email resume, cover letter and application to [bwjobs@lbwl.com](mailto:bwjobs@lbwl.com), with **Benefits and Payroll Intern** in the subject line, or mail to: BWL, Attn: Human Resources, PO Box 13007, Lansing, MI 48901. **Applications must be received by Friday, January 26, 2018.**

The Board of Water and Light serves Lansing, Michigan, and surrounding areas with electricity, water, and steam. In December 2017, BWL announced it will build a new, cleaner and efficient \$500 million natural gas-fired power plant to complement its investment in renewable energy projects and its energy efficiency programs.

BWL is also expanding and modernizing its electric transmission system, with substations, smart grid investment and new transmission line. This includes major upgrades to technology, such as converting to smart meters, and new customer information system. For more about the BWL see: <http://www.lbwl.com>.

**THE BOARD OF WATER AND LIGHT IS AN EQUAL OPPORTUNITY EMPLOYER.**