



LOCAL INITIATIVES SUPPORT CORPORATION  
JOB DESCRIPTION

POSITION TITLE: Payroll and Benefits Manager  
REPORTS TO: Director of Benefits  
JOB CLASSIFICATION: Exempt / Full Time  
LOCATION: New York, NY

---

**The Organization:**

**What We Do**

With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

**Strategies We Pursue**

Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.

Develop leadership and the capacity of partners to advance our work together  
Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.

Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.

Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 38 years, LISC and its affiliates have invested approximately \$20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. These investments have leveraged more than \$50 billion in development activity and helped families and communities raise their standards of living. LISC investments impact the lives of nearly 7 million Americans.

Headquartered in New York City, LISC's invests in every state in the country with offices in 31 urban markets from Buffalo to San Francisco. Our rural programs make an impact in 44 states, and are supported by LISC's talented and dedicated workforce. Visit us at [www.lisc.org](http://www.lisc.org)

## **JOB SUMMARY**

The Payroll & Benefits Manager works with the Benefits Director and Payroll Manager to administer the activities relating to the company payroll, benefits and ADP processing including developing, implementing and monitoring (e.g., performing internal audit and control procedures to ensure that all wages and taxes are accurate). The individual will provide expert knowledge with all payroll, benefits and ADP administration.

## **DUTIES AND RESPONSIBILITIES**

### **PAYROLL**

- In conjunction with the Payroll Manager. process payroll for multiple state hourly, salaried, and temporary employees; including reviewing and importing hours from time and attendance system, entering tax and direct deposit information, administering regulatory requirements, e.g., garnishments, taxes, and other adjustments to pay as necessary.
- Implement and maintain payroll best practices to improve efficiency and consult with human resources team to improve payroll and ADP processes.
- Evaluate and implement payroll/ADP systems upgrades and changes.
- Prepare quarterly tax credit reports and submit to third party vendor.
- Respond to all unemployment claims in a timely manner.
- Maintain employee records in payroll/ADP systems.
- Administer the time and attendance policy and paid leave policy for all employees.
- Produces scheduled and ad-hoc reports pertaining to payroll and human resources requirements.

### **BENEFITS:**

- In conjunction with the Benefits Director, administers all employee benefit programs including enrollments and terminations.
- Coordinates and conducts the new employee on boarding process and presents benefits presentations to ensure employees gain an understanding of benefit plans and enrollment provisions.
- Fulfills all governmental regulatory mandates and ensures filings are performed as required.
- Plans and administers annual open enrollment period. This includes preparation (or revision) and distribution of materials, conducting meetings to communicate changes to employees, and processing changes within deadlines.
- Plans, conducts and reports results of audits to ensure all enrollments are accurate and that dependent information is correct for each employee.
- Works closely with the Benefits Director on year end Worker's Comp audits, 401k compliance testing, EEO-1 filings and other regulatory state and federal filings.

- Addresses benefit inquiries to ensure timely and accurate resolutions. Maintains contact with employees and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Processes monthly billings from providers. Reviews billings for accuracy and approves for payment in a timely manner. Resolves discrepancies with carriers and payroll.
- Coordinate with third party administrator to manage disability claims according to the plan.
- Administers online COBRA enrollments/changes and responds to and manages unemployment claims and workers compensation cases.

#### **ADMINISTRATION:**

- Maintains employee personnel files, records and other documentation for employees, including processing new employees, forms for employment status changes and maintaining timely and accurate files. Coordinates pre-employment paperwork and processes for payroll and benefits administration.
- Prepares statistical summaries and reports from ADP involving payroll information, demographic data and other employee data, requiring knowledge of the various Human Resources disciplines. Assists to maintain data integrity in systems by running queries and analyzing data and reviewing source documents for accuracy and completion of data input.
- Generates files/reports such as the EEO1, annual non-discrimination testing for benefits plans, annual reports, as well as other special and ad hoc reports as requested.
- Performs additional administrative duties such as filing.

#### **GENERAL**

- Stays informed of all state and federal requirement changes as it relates to payroll and benefits in all states and communicates these changes to management.
- Assists the Vice President, Human Resources with special projects.
- Perform other related duties as required and assigned.

#### **MINIMUM REQUIREMENTS**

- Bachelor's degree from an accredited college or university is required. PHR/SHRM-CP certification preferred.
- At least 5+ years of experience administering payroll in multiple states including New York and California, ADP/HRIS and benefits processes required. Work experience should include knowledge of basic human resources, payroll practices, benefits administration, and compliance or other related experience.
- Must have strong knowledge of a variety of computer software applications including payroll, benefits, time & attendance and ADP.
- Must have a high level of interpersonal skills to handle sensitive and confidential situations.

- Strong understanding of Human Resources processes and terminology, payroll and benefit processes and procedures, including eligibility and enrollment rules and benefit s. procedure
- Demonstrates exceptional analytical skills and ability to create useful and actionable reports from data.
- Possess strong written and verbal communications skills.
- Possess strong organization skills and ability to complete multiple tasks and high volume of work on deadline.
- Strong attention to detail and ability to edit and proofread.
- Possess a creative outlook with a problem-solving attitude.
- Excellent time management, organizational, and follow-through skills.
- Ability to respond quickly and accurately to requests for data, ability to provide excellent customer service a must.
- Exceptional proficiency in Microsoft Office applications including Excel.
- Ability to perform all duties in a confidential, professional and ethical manner.

### **COMPENSATION**

LISC offers a competitive salary, based on experience, and an excellent benefits package.

### **APPLY TO**

Please send cover letter and resume by email to:

Donna Giannone  
Vice President of Human Resources  
[employment@lisc.org](mailto:employment@lisc.org)

**LISC IS AN EQUAL OPPORTUNITY EMPLOYER  
COMMITTED TO DIVERSITY AND INCLUSION**