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 40 years, LISC and its affiliates have invested approximately $24 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. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 38 markets with offices extending from Buffalo to San Francisco and in 2,400 rural counties across 49 states and Puerto Rico. Visit us at www.lisc.org.

JOB SUMMARY

The Senior Payroll & Benefits Manager works with the Benefits Director and Senior Payroll Manager to administer the activities relating to the company payroll, benefits and ADP processing for LISC and AmeriCorps 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.

Serve as a secondary manager in this dual role to support the organizations benefits and payroll processes to ensure compliance for 500+ employees located nationwide.

**DUTIES AND RESPONSIBILITIES**

**PAYROLL**

- In conjunction with the Senior Payroll Manager, process payroll for multiple state hourly and salaried 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.
- 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, terminations, and COBRA Administration.
- Manage new employee on boarding process and present 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.
- Manages the Worker’s Comp audits, 401k compliance testing, EEO-1 filings, ACA Reporting 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.
- Manages monthly invoices and processing.
- Coordinate with third party administrator to manage disability claims according to the plan and COBRA and workers compensation.
• Communicating with third-party services to resolve benefit-related issues.
• 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 with maintaining data integrity in systems by running queries and analyzing data and reviewing source documents for accuracy and completion of data input.
• Performs additional duties as required.

POLICY
• Monitors state and federal requirement changes as it relates to payroll and benefits.
• Ensure policies and procedures comply with current legislation.
• 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.
• Minimum 5+ years of experience administering payroll in multiple states including New York and California, ADP/HRIS and benefits processes required.
• Extensive knowledge in employee benefits and compensation.
• Proficient in ADP Workforce Now, ATS, HRIS, Time and Attendance, Software applications.
• Advanced Excel skills and overall proficiency in MS Office Suite.
• Must have a high level of interpersonal skills to handle sensitive and confidential situations.
• Demonstrates exceptional analytical skills and ability to create useful and actionable reports from data.
• Strong written and verbal communications skills.
• Strong organization skills and ability to complete multiple tasks and high volume of work on deadline.
• Strong attention to detail.
• Excellent customer service, time management, organizational, and follow-through skills.
• Ability to perform all duties in a confidential, professional, and ethical manner.

COMPENSATION
LISC offers a competitive salary and an excellent benefits package.

APPLY TO

Please send cover letter and resume by email to lmcintosh@lisc.org. We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.
LISC is an equal opportunity employer committed to diversity, equity, inclusion and justice.