

## **Payroll and Benefits Manager**

EMILY's List, the nation's largest resource for women in politics, is searching for a Payroll and Benefits Manager to join our Administration team. EMILY's List has raised over \$500 million to support pro-choice Democratic women candidates – making them one of the most successful political organizations ever. Our grassroots community of over five million members helps Democratic women wage competitive campaigns – and win. We recruit and train candidates, support strong campaigns, research the issues that impact women and families, and turn out women voters. Since our founding in 1985, we have helped elect 116 women to the House, 23 to the Senate, 12 governors, and over 800 to state and local office. Forty percent of the candidates EMILY's List has helped elect to Congress have been women of color. Since the 2016 election, thousands of women and counting have reached out to us about running for office. To harness this energy, EMILY's List has launched Run to Win, an unprecedented effort to help more women run and win at the local, state, and national levels.

### **Principal Responsibilities**

The Payroll and Benefits Manager is part of the Administration team and plays an integral role in the Human Resources function. The Payroll and Benefits Manager works closely with the HR Director on payroll processing and benefits administration.

### **Specific Duties**

- Manages semi-monthly payroll processing;
- Manages benefit enrollment updates, ensuring that staff deductions and enrollments are accurately updated;
- Communicates important payroll and benefits notifications, reminders, and changes to staff;
- In concert with the HR Director, manages annual open enrollment processing ensuring that all rates are updated, and systems are accurately reflected;
- Ensures EMILY's List is compliant with all state and federal laws and regulations;
- Ensures timesheets are submitted and approved timely;
- Manages performance review process by training new hires, distributing materials to staff and ensuring that reviews are done thoughtfully and in a timely manner;

- Manages the staff onboarding and offboarding process;
- Extends job offers as needed;
- Monitors benchmarking studies to ensure that EMILY's List is competitive in our market;
- Manages HR archive process;
- Working with the HR Director, assists in developing and implementing an ongoing staff development program;
- Ensures job descriptions are updated and accurate;
- Performs other duties as assigned.

## **Qualifications**

- The ideal candidate must have a minimum of six (6) years relevant experience including processing payroll and managing benefits administration.
- The ideal candidate must have the ability to prioritize multiple tasks, work with a sense of urgency and meet tight deadlines while handling complex and confidential issues that require resolution.
- The ideal candidate must have a strong knowledge of HR best practices, employment laws and having experience setting up new states for tax purposes is a plus.
- The candidate must have strong attention to detail as well as experience using HRIS systems. Experience with Paylocity HRIS is a plus.
- A PHR or SHRM-CP certification is a plus.
- The ideal candidate must have a commitment to the diversity of our candidates, membership, partners, and staff; commitment and passion to elect Pro-Choice Democratic Women.

EMILY's List offers a competitive salary and a strong benefits package. To apply, email resume and cover letter to [adminjobs@emilyslist.org](mailto:adminjobs@emilyslist.org) with the subject line including your name and the job title. **No calls, please.**

**EMILY's List is an Equal Opportunity Employer that values a multi-cultural, diverse working environment. Applicants of diverse backgrounds are welcomed and encouraged to apply.**