

**Human Resources Officer**  
**Payroll, Benefits and Onboarding**  
**Vital Strategies**

Vital Strategies (VS), based in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### **The Position**

Vital Strategies is looking for a Human Resources Officer who will join our Human Resources team of five based in New York City. The Human Resources Officer will be responsible for semi-monthly payroll for approximately 100 employees and all related payroll duties. He/she will also be responsible for our benefits portfolio including Medical, Dental, Vision, 403(b) and COBRA plans. This position will own and manage the on-boarding process ensuring that all new staff experience a best-in-class welcome to the organization. The right candidate for this position will be highly organized, an excellent communicator and customer-service focused. He/she will take pride in providing a responsive, solutions-oriented service to all our staff.

### **Specific Duties:**

#### **Payroll**

- Process semi-monthly payroll input and reports in ADP Workforce Now
- Ensure compliance with applicable government regulations and keep up-to-date with current rules and laws which govern payroll administration practices
- Reconcile payroll deposits, tax withholdings, wage garnishments and voluntary deductions
- Work with payroll service provider and State agencies to reconcile tax inquiries and discrepancies
- Ensure that payroll related transactions are processed in compliance with external and internal policies
- Review and process payroll adjustments
- Manage and maintain benefits accrual balances
- Record changes affecting employee payroll files
- Record data concerning transfer of employees between divisions
- Process new hires and terminations of company employees in payroll
- Manage Employment Verifications, Unemployment inquiries and Garnishment set-up
- Prepare regular payroll reports, extracting data from ADP reporting
- Maintain confidential payroll records

## **Benefits**

- Serve as a liaison between broker, carriers and staff; ensuring that staff questions are answered in a timely manner
- Initiate and lead the management of the benefits plan renewal process
- Manage daily benefits processing
- Administer the setup, billing, open enrollment, and COBRA of participants for Medical, Dental, Life, Short Term Disability, Long Term Disability and 403(b) plan
- Manage 403(b) plan reconciliation and calculation for matching contributions and annual audit compliance
- Ensure compliance with applicable government regulations and keep up-to-date with current rules and laws which govern benefits administration practices

## **New Hire Administration and Onboarding**

Owns the pre-boarding and onboarding process for all new hires.

- Ensure that all steps in the pre-boarding and onboarding checklist are completed
- Draft Employment Agreements
- Send out Employment Agreement and pre-employment documentation to new hires
- Contact person for all questions related to pre-employment documentation and benefits
- Audit to ensure all pre-employment documentation is received and completed correctly
- One on one support to all new hires
- Assist new hires through the I-9 process to ensure accuracy and compliance
- Send all required documentation to third-party agency conducting background checks to ensure checks are conducted in timely manner
  
- Work with Operations team to identify workspace, required equipment and security access
- Work with the Hiring Managers to ensure adequate preparation
- Responsible for the day one experience which may involve greeting new hires upon arrival and facilitating the day one new hire program
- Lead interdepartmental communication with Operations, IT and Communication Divisions to ensure a smooth onboarding process
- Confirm that new hire welcome pack contains all necessary items to ensure a new employee has everything they need on their first day
- Oversee administration of all onboarding related surveys. Research and analyze onboarding processes, identifying roadblocks, facilitating solutions, and ensuring execution by measuring results
- Act as a key contact for all issues related to onboarding and monitor progress. Work with internal partners when needed to coordinate onboarding efforts.

## **Off-boarding**

Owns the off-boarding process:

- Ensure that all steps in the off-boarding checklist are completed

## **Employee Records and Information Systems**

- Maintain HR Information system records and compiles reports as requested

- Own the Master Staff List; ensure the completeness and integrity of the list
- Own the Organization charts; ensure these are updated in real time and stored in central location accessible to all staff
- Update the Staff section of the website
- Work with IT team to ensure staff lists in Outlook are complete and accurate
- Conducts other duties as assigned

#### **Qualifications and skill set:**

- BA in a relevant field and at least 3+ years' experience in payroll and benefits administration
- 2+ years' experience with ADP Workforce Now
- Prior experience working in nonprofit/NGO
- Demonstrated sensitivity in handling confidential information
- Outstanding interpersonal skills and the ability to work effectively both in groups as well as independently.
- Self-motivated and able to work independently and as part of a team
- Excellent customer service with the ability to present information, make recommendations and influence positively across various levels of the organization while exercising professionalism and diplomacy to accomplish objectives.
- Ability to manage complex projects, prioritize multiple tasks with close attention to detail and accuracy and meet deadlines
- Exceptional ability to communicate, both orally and in written communication
- A global outlook; keen interest and knowledge of current affairs globally
- Experience of working with staff members located in international locations

How to apply:

Please send CV and a cover letter, including salary expectations, to [hr@vitalstrategies.org](mailto:hr@vitalstrategies.org) indicating the position applied for in the subject line.

Closing date for applications: **Thursday 30 November 2017**. Only shortlisted candidates will be contacted.

Vital Strategies offers competitive compensation based on prior experience and qualifications as well as comprehensive benefits in order to best support our people. Benefits we offer include: health, dental and vision insurance where Vital Strategies pays generously towards the cost of these benefits for employees and their families/domestic partner; 15 paid vacation days (rising to 20 paid vacation days from fourth year of service and 25 from seventh year onwards), 13 paid federal holidays and paid days off between the Christmas and New Year's holidays; paid sick days; retirement savings plan; commuter benefits and basic life and personal accident insurance.