Learning Ally

Title: HR, Benefits Generalist

Location: Princeton, NJ

Job Type: Full-time

Compensation Type: Salary  Wage:

Start Date: ASAP   End Date: 5/8/2017

Job Description:

The Human Resources Benefits Generalist assists with the administration of the day-to-day operations of the human resources functions and duties. The HR Benefits Generalist carries out responsibilities in some or all of the following functional areas: employee welfare benefits, payroll administration, HRIS, recruitment and employment.

Primary Responsibilities:

Benefits:

- Research employee benefit plans and vendors to identify those that present the best value, recommend and implement benefit programs to be presented to senior management.

- Document, and maintain administrative procedures for assigned benefit and payroll processes. Ensure compliance with applicable government regulations. Coordinate with Finance and vendors audits of Benefits programs according to established protocols.

- Coordinate daily benefit processing. Implement and maintain Group Benefits databases and records. Prepare regular benefit reports extracting data from the database. Provide the technical support, test system functionality and work with end users to provide system support and troubleshoot system problems.

- Oversee maintenance of employee benefits files

- Analyze current benefit plans, evaluating the usage, services, coverage, effectiveness, cost, plan experience, and competitive trends in benefits programs and identify Learning Ally’s stance. Research and design wellness initiatives for implementation across the organization.

- Review both short and long range cost estimates/projections and relevant statistical trends. Complete benefit surveys and review information obtained from the results. Analyze complex benefit information. Forecast trends and assist with future benefit designs.

- Assist in the management of the benefit plan renewal process. Negotiate with vendor or administrator for renewal to find the best possible plan design or benefit cost changes. Contacts and informs brokers and vendors to initiate renewal process.
• Develop communication tools to enhance understanding of Learning Ally’s benefits package. Design and distribute materials for benefit orientations, open enrollment, health fairs and summary plan descriptions. Create and conduct presentations using audiovisual tools including GoTo Meeting/Training, PowerPoint and videos as necessary.

• Notifies employee population of any changes/updates to Benefits processing including, attendance records, tax changes, etc.

**Payroll Support and HRIS**

• Support the administration of the organization’s payroll by partnering with the Accounting team. Supply accurate information to Accounting in the following areas (but not limited to): calculating, processing, issuing, and maintaining data related to support production of employee paychecks, statements of earnings and deductions, tracking paid time off (PTO) administering tax filing through ADP for Federal Income Tax, FICA, state Income Tax as well as SDI and SUI; and ensuring all payroll deductions are remitted to the appropriate agencies.

• Updates employee payroll records. Responsible for notifying employee population of any required changes including updates to Payroll processing, attendance records, tax changes etc. Partners with Finance and vendors to ensure notifications have been made in an efficient and timely manner.

• Serve as primary contact for HRIS, vendors and third party administrators. Coordinate transfer of data to external contacts for services, premiums and plan administration. Work effectively to make sure the HRIS information is accurate and runs smoothly. Investigate discrepancies and provide information in non-routine situations. Partners with Finance and vendors audits of Payroll programs according to established protocols.

**Recruiting**

• Develop and execute recruiting plans. Supports administration of Job Requirements to create job postings and identifies advertising opportunities appropriate to specific needs of each position.

• Manages the recruiting function from job requisition through employee orientation to include: writing job posting, identifying and utilizing appropriate advertising opportunities, screening and interviewing candidates, conducting background checks and structuring and executing job offer.

• Oversees contract administration for Social Network Recruitment vendors and various Advert Posting sites.

**Compensation**

• Document, and maintain administrative procedures for sound and competitive compensation administration. Ensure compliance with applicable government regulations.

• When partnering with hiring management, develop salary recommendations for position offers, promotional adjustments and organizational merit plans when called upon. Research salary market conditions to establish a sound data to support organizational grading matrix when making salary decisions.
Partner with Finance department for audits of organizational Pay data according to established protocols. Brief and update VP of People & Culture.

Other

At the request of the VP of People and Culture, participates in other Learning Ally activities required to achieve the Human Resources and organizational goals.

Qualifications:

Skills and Education Required

- Bachelors Degree in human resources or a related field with at least 2 to 4 years of human resources experience, with concentration in employee benefits
- Alternatively, holding an MBA degree in Human Resources or Employee Welfare Benefits Administration or Insurance Finance with 6 months to 2 years practical experience (this can include practical HR internship experience)

Further Desired Experience

- Excellent computer skills, knowledge of HRIS and payroll software (ADP preferred)
- Knowledge of ERISA, COBRA, FSA, HIPAA, and benefits related IRS regulation required
- Knowledge of multi state payroll related regulations required
- General knowledge of Recruiting, Administration, Compensation and past exposure to Human Resources Information systems
- Effective oral and written communication skills
- General knowledge of various employment laws and practices
- Excellent interpersonal skills
- Skills in database management and record keeping
- Able to exhibit a high level of confidentiality
- Excellent organizational skills
- Must be able to identify and resolve problems in a timely manner
- Must be able to gather and analyze information skillfully
- Must be able to handle multiple tasks simultaneously

Application Instructions: email: employment@LearningAlly.org

Disclaimer Information

About the organization: We are a national non-profit dedicated to helping blind, visually impaired and dyslexic students succeed in education. Started in 1948 in the New York Public Library as Recording for the Blind, the organization utilized volunteers to record books for blinded veterans returning from WW II. We now offer the world’s largest collection of human-narrated audio textbooks and literature as well as solutions, support and community for parents, teachers and students.

Disclaimer information: Learning Ally is an Equal Opportunity Employer