



## **PAYROLL, BENEFITS AND HRIS MANAGER – San Rafael, CA**

This position is for an experienced Payroll, Benefits and HRIS Manager to plan, direct and oversee the administration and maintenance of payroll, employee benefits, HRIS, time/attendance systems, recordkeeping/record retention and Affirmative Action Plan, located at our corporate headquarters in San Rafael, CA. Qualified candidates will have 5+ years of Human Resources experience and 2+ years as a manager. Must have previous supervisory experience over payroll and be skilled with HRIS. Experience with Ultipro preferred. Pay is commensurate with experience.

### **COMPANY OVERVIEW**

EAH Housing has been developing, managing and promoting affordable housing since 1968. We have become one of the largest and most respected nonprofit housing development and management organizations in the western United States. With a staff of over 450, EAH develops multi-family communities, manages over 100 properties in California and Hawaii, and plays a leadership role in local, regional and national housing advocacy efforts.

At EAH, we put our core values into action on a daily basis. We recognize that training is a critical investment in the success of our employees and in the continued excellence of EAH. Please visit our website to learn more about our culture and read employee comments to learn more about what it would be like to work at EAH.

**For immediate consideration please apply to requisition 18-0115 on our website at [www.eahhousing.org](http://www.eahhousing.org)**

### **POSITION OVERVIEW**

Plans, directs and oversees all activities related to the administration and maintenance of payroll and employee benefits. Develops and oversees programs in a manner that ensures cost-effectiveness, market competitiveness, and internal equity among employees. Ensures superior level of customer service, effective internal controls and lowest possible error rate, while ensuring legal compliance.

Oversees payroll services, including but not limited to processing new hires, termination status changes, tax changes, wage garnishments, deductions, and direct deposit.

Oversees day-to-day administration of benefits programs, including but not limited to medical, dental, life insurance, disability and workers' compensation, and retirement plans, serving as primary contact and managing relationship with brokers, consultants, third-party administrators and insurance companies.

Acts as HR systems administrator, ensuring the smooth functioning of and communication between HRIS, payroll and time/attendance systems. Ensures data integrity, adequate testing of system changes, report writing, and timely system upkeep. Implements system patches or upgrades, performs scheduled activities. Effectively uses the systems to obtain, store and analyze pertinent data and information.

Affirmative Action Plan - Oversees plan, plan testing, and makes recommendations for improvements.

Oversees recordkeeping and record retention for the department in compliance with legal requirements. Ensures accurate electronic and/or paper records for payroll, benefits and all personnel transactions. Develops effective workflow processes to achieve these results.

Monitors legislative and regulatory changes impacting Human Resources. Provides updates to HR team and company supervisory staff and makes recommendations to mitigate risk and ensure compliance.

Maintains confidentiality of resident, applicant, and or employee information.

## **QUALIFICATIONS**

- Bachelor's degree in Human Resources Management or related field and 5+ years HR experience
- 2+ years in managerial role
- Experience overseeing payroll
- Proficiency with MS Office Suite (Word, Excel, Outlook)
- Proficiency with HRIS and automated time and attendance systems (Ultipro/Kronos preferred)
- PHR/SPHR a plus
- Must be able to travel to various sites as needed
- Must have valid CA driver's license

## **BENEFITS**

We offer a comprehensive benefits package that includes medical, dental, disability and life insurance, as well as a 403(b) retirement plan. We also offer a generous vacation accrual, holiday schedule and work schedule flexibility.

We are an AA/EEO/Veterans/Disabled employer.