

Helen Keller Intl Job Announcement

Payroll Officer

(NYC metro area preferred; other locations may be considered.)

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In more than 20 countries, our proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

We are seeking a Payroll Officer to process payroll for a growing population of US domestic employees across the country, and US Expatriate and Third Country National staff across the globe.

Functional Relationships

Reporting to the Senior Manager, Benefits and Payroll, the Officer will work closely with Human Resources colleagues supporting US-paid staff and members of the Finance department. Helen Keller is structured so that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to making this structure thrive.

Scope of the Position

The Officer's primary duty will be to process pay on time, accurately, and in compliance with all government regulations. S/he will gather data and process semi-monthly payroll for US domestic staff and monthly payroll for international staff, incorporating any changes to staffing and/or to compensation or benefits.

As a member of the HR team, this position will assume responsibility for a range of tasks to support compensation analysis and benefits administration and, like all members of the team, will cross-train on and back-up the duties of colleagues.

Responsibilities

- Gather data on new hires, terminations, changes to pay rates, tax withholding, benefits enrollments, bank details, address changes, voluntary or involuntary deductions, etc. and hours worked for Non-Exempt staff.
- Calculate impact of salary changes to rate of pay and maintain salary history records.
- Calculate impact of salary and allowance changes to tax withholding for US Expats.
- Enter, maintain, and process the information gathered and calculated in the payroll system and submit for review and validation according to defined schedule. Make any corrections, as needed, and process batches.
- Issue, or reissue, physical or replacement checks or direct deposits due to payroll errors or final discharge.

- Prepare and maintain accurate records and reports of payroll transactions.
- Register in new tax jurisdictions, as needed.
- Monitor and record federal and state payroll tax deposits for both routine payments and adjustments to avoid late fees.
- Track and process required payments to state agencies, such as workers compensation.
- Collaborate with Finance and Supervisor to regularly review actual allowance data against projections and adjust imputed income and tax impact for US Expats.
- Complete all year end process activities required for accurate and timely issuance of tax documents to staff.
- Set up new Payroll Items in payroll system to ensure compliance with regulations in each jurisdiction where we work.
- Liaise with Accounting unit to ensure all Payroll Items are coded correctly.
- Set up new employee benefit contribution rates during open enrollment each year.
- Troubleshoot problems with the payroll system and/or tax jurisdictions and work with vendors to resolve. Bring any issues to the attention of supervisor for support.
- Prepare annual payroll schedule so all parties are aware of the strict deadlines for payroll processing.
- Maintain Payroll Administration documentation. Cross-train colleagues, as needed to ensure redundancy.
- Stay abreast of federal, state, and local payroll, wage, and hour laws and best practices, and recommend changes and updates, as needed.
- Facilitate audits by providing records and documentation to auditors.
- Facilitate benefits and insurance procurements by gathering data and documentation required by colleagues in HR and Global Operations.
- Identify and recommend updates to payroll processing software, systems, and procedures.
- Collaborate with HR and Information Systems colleagues to optimize use and integration of systems.
- Execute tasks related to compensation analysis and benefits administration. Back-up duties of HR colleagues, ranging from job postings to expense processing, as needed.
- Contribute to additional projects as assigned.

Qualifications

- College degree in a related field plus a minimum of five years' professional experience setting up and processing payroll, or equivalent combination of education and experience.
- Experience processing payroll for US Expatriate staff strongly preferred.
- Demonstrated knowledge of the application of information technology to this type of work including proficiency with payroll software, Excel and Microsoft Office Suite or equivalent.
- Ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Ability to perform duties that require very close attention to detail and synthesize information from multiple sources.
- Oral and written proficiency in English.
- Collaborative, flexible and solution-oriented.
- Familiarity with meeting and collaboration platforms, such as Teams and Zoom.

- Demonstrable respect for all persons, regardless of religion, ethnicity, class or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Commitment to Helen Keller Intl's mission.
- Helen Keller Intl requires all staff to be fully vaccinated against COVID-19, whether or not they have had COVID.
- For the time being, Helen Keller also requires all staff to wear masks while providing program services and when in any open or public space in the office and to observe social distancing.

To Apply

Qualified candidates should submit a cover letter and resume to Hki.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789