



The Benefits Specialist plays a key role in the administration of employee benefits programs while serving as a reliable backup to the Manager of Payroll & Benefits for payroll operations. This position is primarily responsible for the day-to-day coordination of benefits, including employee enrollments, vendor partnerships, compliance support, and employee education, while also ensuring payroll processes run accurately and on schedule in the manager's absence. The specialist partners closely with HR, Finance, and external vendors to uphold regulatory compliance, data integrity, and a high-quality employee experience, while contributing to continuous process improvement across payroll and benefits functions. Key job responsibilities include benefits administration, payroll support and backup coverage, compliance and reporting, administrative and operational support, and process improvement and support.

Associate's or Bachelor's degree in Human Resources, Accounting, Business Administration, or a related field (or equivalent experience) is required, as is three plus years of experience in benefits administration with payroll processing support. A working knowledge of payroll laws and benefits compliance requirements along with experience with payroll and HRIS systems (e.g., ADP, Paycom, Paylocity, UKG, BambooHR, or similar) is essential. Experience with annual enrollment strategy, vendor management, ACA and benefits compliance exposure is also required. Strong attention to detail, high level of accuracy, and ability to manage sensitive information with discretion and confidentiality is imperative. Certified Payroll Professional (CPP) or Fundamental Payroll Certification (FPC) is preferred. Familiarity with general ledger and finance reconciliation processes would be helpful. Strong organizational and time management skills and the ability to work independently while collaborating across teams is important. Must possess a customer-service mindset with employees and leaders. Must be able to respectfully and clearly communicate with professionalism in writing and verbally to enhance understanding and engagement.

This is a regular full-time non-exempt hourly position based on 40 hours a week and is eligible for overtime and benefits. Primarily office-based or hybrid role, depending on organizational needs. Ability to meet strict payroll deadlines and manage cyclical workload peaks. Occasional extended hours during payroll processing or year-end activities.

Please email a cover letter and resume to careers@pcpc.org. If you have any questions, please email careers@pcpc.org.