



Benefits and Payroll Coordinator

Hazon works to create healthier and more sustainable communities in the Jewish world and beyond. We're the largest dedicated environmental organization in the American Jewish community. In aggregate we're seeking to shift the nature of what it means to be Jewish in the 21st century – enabling and encouraging Jewish people to have an impact in the world and transforming Jewish life in the process. We are based in New York City and the Isabella Freedman Jewish Retreat Center in Falls Village CT. We also have offices in Denver, Boulder, Detroit, and San Diego.

The **Benefits and Payroll Coordinator** will report to the Controller, and assist in the management and enrollment of staff in the organization's benefits programs, and will manage the regular payroll processing. The position may be based in our New York City office or our Connecticut campus, and will split time among the two on a regular basis (at least one day per week in the non-primary office).

Responsibilities include

- Manage the bi-weekly payroll process, including time and attendance approvals.
- Coordinate benefits enrollments, communicate plans, explain the benefits programs, and respond to all employee inquiries.
- Assist all employees with enrollment and termination of benefits and ensure that payroll deductions are correctly submitted to be processed in the payroll system.
- Run payroll reports as needed for accounting staff.

Qualifications

- 3+ years of professional experience in HR or administration.
- Extremely detail oriented with experience managing data.
- Knowledge of procedures, policies, compliance and activities pertinent to the duties of the position.
- Experience using payroll systems, Paychex is a plus; high level of comfort with databases.
- Able to communicate effectively and in a courteous manner with employees.

How to Apply

To apply, send resume and cover letter to jobs@hazon.org with "**Benefits and Payroll Coordinator**" in the subject line. Applications will be reviewed on a rolling basis.

Salary is commensurate with experience, including benefits package.

Hazon is strongly committed to equal employment opportunities for all individuals. Hazon will make all employment decisions for staff and applicants without unlawful discrimination as to race, creed, color, national origin, gender, age, disability, marital status, sexual orientation, alienage, citizenship or any other basis protected by law. This policy applies to all terms and conditions of employment including but not limited to recruiting, hiring, compensation, training and development, benefits, promotion, demotion transfer, discipline or termination. All Hazon staff, regardless of position, are expected to maintain and live up to the true meaning of nondiscrimination.