



PART TIME HR AND PAYROLL ADMINISTRATOR

6/26/2019

About CHC Wellbeing

- For 16 years, we have served more than 1,000 clients across multiple industries, including – manufacturing, health care, governments, school districts and non-profits.
- We go beyond wellness to true potential and exist to help individuals excel in every facet of their lives. Our robust capabilities focus on the whole person and address physical, social, emotional and financial wellbeing.
- CHC Wellbeing focuses on a set of benchmark wellbeing risks that have been directly linked to healthcare costs and productivity through foundational research based on analyzing 4 million claims over 40 years.
- We then deploy evidence-based wellbeing strategies to reduce prevalence of these benchmark risks by an average of 25 percent. Thus, leading to a significant return on invest from costs savings to productivity gains.
- Our belief is that everyone has a right to thrive. We go beyond the office to care for the underprivileged in our community, leading a citywide effort to deliver emergency provisions to the homeless across Chicago.

Candidate Qualifications

- Minimum five years HR experience including:
 - Counseling managers and their employees regarding performance issues
 - Appeal unemployment claims as needed – including written and phone appeals
 - Manage benefits enrollments including:
 - Open enrollment
 - New entries into the plan
 - Changes of coverage
 - Run background checks on new employees and discuss results in a confidential manner
 - 401k Administration
 - Enroll employees as they become eligible
 - Process loan and termination applications
 - Administer performance appraisal process
 - Update company-wide competencies
 - Assist managers in employee development initiatives
 - Ensure timely completion by managers
 - Partner with senior management regarding company direction and initiatives to achieve goals
- Minimum five years payroll processing and reconciliation experience including:
 - Multi state taxation
 - Experience with a timekeeping application with a direct interface to payroll
 - Ability to process payroll using an outside vendor
 - Proficiency in reconciliation of benefit deductions and taxes each payroll

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- Knowledge in how to provide timely resolution to payroll related issues
 - Knowledge of report writing tools
 - Responsible for reconciliation and distribution of year end documents

Position Requirements

- Bachelor's degree or equivalent work experience in finance related fields, or HR
- CPP, FPC and PHR, SPHR certification is a plus
- This is a part time position requiring 20-24 hours per week, with flexible work hours available
 - Our busy season runs from September through November, there could be a slight increase in hours due to higher volume
- Exceptional verbal, written, organization and time management skills
- Proficiency in Microsoft products, including Outlook, Word, Excel, Power Point and Teams