



## Job Announcement

**Position title:** Payroll & Benefits Associate

**Reports to:** Operations Manager

**Classification:** Full-time, Non-exempt

**Supervises others:** No

**Salary:** \$21 - \$24 per hour

**Location:** 95825 - Sacramento, CA

**About us:** Opening Doors, Inc., envisions a world in which migrants and refugees lead lives of joy and belonging, embraced by welcoming communities. Our mission is to enrich communities by supporting immigrants, refugees, and survivors of trafficking on their path towards stability, self-sufficiency and belonging.

Opening Doors is guided by our organizational values:

- Rising Together: We are in this together and depend on each other.
- Honoring Dignity: We recognize and honor everyone's strength and inherent dignity.
- Embracing Courage: We do the right thing, even when the path is uncertain.
- Seeking Joy: We take time to be together, celebrating our diverse cultures and recognizing our victories.

Opening Doors began in 1993 as a small refugee resettlement agency, and today serves 2,000 clients per year across our 5 program areas: Refugee Programs, Human Trafficking Programs, Immigration Legal Services, Health Programs and Economic Prosperity Programs.

**Ideal candidate:** The ideal candidate is organized, proactive and solution-oriented, is detail oriented, and has strong and communication skills.

They will have the ability to work effectively in multi-cultural work environments, showing respect and sensitivity for cultural differences, and will be passionate about Opening Doors' mission.

**Responsibilities:** The essential duties and responsibilities of this position include the following:

- Assist with the annual open enrollment process including creating timelines, communications with brokers, notifying employees, and ensuring proper enrollment documentation paperwork and process is completed for all employees.
- Assist the Operations Manager in regular communications with the benefits brokers regarding enrollment and termination of employee plans, ensure proper track to accomplish these tasks timely, and maintain adequate records for files.

- Prepare the new hire/benefits enrollment packages and assist Operations Manager with new employee hire Orientation Sessions.
- Work with Operations Manager to ensure timely and correct filing of worker's compensation claims; prepare worker's compensation audit reports for insurance carrier.
- Communicate with employees regarding their needs for leave and/or modified work schedules and engage with employees to support and facilitate their return to work.
- Ensure accurate leave information is maintained in time tracking system and assist the Operations Manager with system reporting.
- Assist in the preparation, ongoing maintenance, and completion of employee personnel files and processing systems including new hires, active employees, and terminated employees.
- Process payroll ensuring proper time allocations and postings in payroll and accounting systems.
- Prepare payroll and human resources related check requests.
- Prepare accrued payroll calculations and reconcile payroll benefits and liabilities on monthly basis.
- Assist Operations Manager with time studies.
- Other duties may be assigned in the sole discretion of the Organization. The Organization may assign or shift duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

**Required Qualifications:** The requirements listed below are representative of the knowledge, skills and/or abilities required.

- High level of attention to detail and demonstrated ability to adhere to organizational policies and procedures.
- Familiarity with clerical, administrative, accounting or operational office support.
- Demonstrated experience in human resources and accounting related positions.
- Ability to collaborate effectively with colleagues in different departments and roles within the organization while maintaining confidentiality.
- Possession of a valid driver's license and vehicle insurance.

**Preferred Qualifications:** The requirements listed below are not required but are desired.

- Significant experience with accounting, clerical, administrative or operational office support.
- Familiarity with the social services or nonprofit fields.
- Ability to write reports, business correspondence, and procedure manuals

**Physical requirements and work environment:** The following demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of the **Benefits and Payroll Associate** position. Reasonable accommodation can be made to enable people to perform the described essential functions.

While performing this job, the employee is required to sit often and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard, the employee is occasionally required to stand, walk, reach with arms and hands, lift approximately 25 pounds on occasion, and to stoop,

kneel, or squat, and drive on occasion. The noise level in the work environment is usually quiet to moderate. **How to apply:** Candidates should email **a resume and cover letter** to [humanresources@openingdoorsinc.org](mailto:humanresources@openingdoorsinc.org). Include “Benefits and Payroll Associate” – [Your name]” in the subject line.

Opening Doors provides equal employment opportunities (EEO) to all employees, applicants and any third parties, for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. In addition to federal law requirements, Opening Doors complies with applicable state and local laws governing nondiscrimination laws.

Opening Doors participates in E-Verify.