



PAYROLL SPECIALIST

Job Requisition #21-0017
Location: **Riverside Health Center**
Application Deadline: **Until Filled**

Hours per Week: **40**
Status: **Full Time**
Benefit Eligible: **Yes**

All people share a powerful need for the basic necessities of a good life and a place that understands that good health starts with a caring touch and a kind word. For over 45 years, the Community Health Centers of Burlington (CHCB) has provided access to high quality health care regardless of financial status or life circumstance. We strive to improve the health of all within the communities we serve in an environment that conveys respect, offers support, and encourages people to be actively involved in their own health care.

CHCB is an innovative Federally Qualified Health Center with eight sites throughout Chittenden County and southern Grand Isle County. We are an Equal Opportunity Employer and offer excellent benefits!

Essential Duties

The Payroll Specialist performs daily payroll operations (status changes, earning calculations, benefits and deductions, journal entries, reconciliations, metrics) and processes biweekly payroll accurately and timely for 325 employees. This position serves as a point-of-contact for staff by promptly responding to questions and resolving issues. The Specialist also regularly interfaces with PayData to manage Evolution, EvoClock, and EvoPay. The position provides coverage and support to the Accounting Department.

Basic Qualifications

- Associates Degree or Payroll certification and 2 years of payroll experience highly preferred

Knowledge, Skills and Abilities:

- Knowledge of payroll principles and procedures
- Experience with payroll conversion software highly preferred
- Ability to analyze, evaluate, and reconcile accounting data
- Knowledge of payroll & accounting software as well as Microsoft Office including Outlook, Word, Excel
- Ability to maintain confidentiality with maturity and sensitivity
- Ability to relate to all kinds of people, build appropriate rapport, use diplomacy and tact, encourage collaboration, solicit opinions and feedback, be candid with peers, and value working relationships.
- Ability to use logic, common sense, judgment, and sound methodology to solve problems with effective and innovative solutions, resilient in owning problems and solutions, look beyond the obvious and probe beyond first answers to see hidden problems.
- Ability to function independently by managing work and making decisions based on a mixture of analysis, wisdom, experience, and best knowledge; demonstrate initiative by pushing to achieve the best possible results for the organization and its employees; proactively seek out opportunities to grow; prioritize work assignments and manage time efficiently in a fast paced environment.

To apply for this position, please send a resume and cover letter to: HR@CHCB.org

The Human Resources Department will contact applicants who have been chosen to continue through the applicant selection process.

Learn More! See our Website at www.chcb.org/careers/positions-available