



Western Washington
Medical Group

Payroll and Benefits Manager – Full Time

Date: 3/21/24

Location: Everett

When you join the WWMG team, you will become part of one of the most professional, caring, and respected medical communities in Washington. We are looking for a Payroll and Benefits Manager to ensure operations are executed in the best possible way while enjoying the culture of our working group in the Finance department.

You'll be responsible for end-to-end payroll functions and benefit enrollments and audits. Our ideal candidate is analytical and methodical, with experience in payroll and benefit administration and deep knowledge of payroll and ERISA law and regulations.

We value integrity, team spirit and strong organizational skills. Your goal will be to ensure our payroll and benefit procedures are compliant, appropriate reporting is completed, OE is executed well and 401k is administrated flawlessly.

At the Administrative office, our team is incredibly proud of our workplace. We believe in continuous improvement and work very hard to be sure that we offer exceptional service. We support each other, and always remember to add some fun into our workday. Our mission is to provide our clinicians with the freedom to practice high quality medicine in the best interest of our patients and community.

Responsibilities

- Responsible for overall administration and compliance for all benefit programs including, medical/dental/vision plans, LTD, AD&D, 401(k), wellness, etc.
- Primary contact with Benefit consultants and plan providers to ensure efficient administration of benefit plans.
- Research, analyze and recommend new benefit programs for Company to remain competitive and manage costs related to benefit plans.
- Implement programs providing effective communication and training to employees.
- Ensures compliance with governmental regulations related to benefit programs and labor law, including ERISA and FMLA. This includes required testing and audits.
- Ensure proper day-to-day administration of benefit changes and enrollments are processed.
- Develop systems to process payroll account transactions (e.g. salaries, benefits, garnishments, deductions, taxes and third party payments).
- Oversee processing of payroll changes (e.g. new hires, terminations, raises) and system upgrades.
- Ensure compliance with relevant laws and internal policies.
- Supervise and coach payroll assistants.
- Liaise with auditors and manage payroll tax audits.
- Collaborate with accounting teams.
- Maintain accurate records and prepare reports.
- Resolve issues and answer questions.

Requirements

- Bachelor's degree with an HR emphasis and/or equivalent combination of education and experience.
- Minimum 5 years of progressive related benefit experience.
- Current knowledge of payroll procedures and related laws.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Knowledge of FMLA/leave administration, performance management, unemployment and workers' compensation claims, and employee relations.
- Excellent understanding of multi-location payroll and taxes.
- Proficiency with or the ability to quickly learn the organizations HRIS system (ADP) and MS Office (especially Excel).
- A keen eye for detail.
- An analytical mind and good math skills.
- Outstanding communication skills (written and oral).
- Organizational and leadership skills.
- BSc/BA in Business Administration, Human Resources or related field; professional certification (e.g. CPP, CPM, SHRM-CP or SCP) is highly desired.
- Must be able to provide proof of legal authorization to work in the United States.

Physical Demands

Must be able to stand for long periods of time. Must be able to move easily throughout the office. Must be able to lift 25 pounds. Must be capable of operating basic office equipment.

Benefits:

- Medical, Dental, and Vision Insurance
- AD&D, LTD and Basic Life are provided for all employees
- 401(k) plan with a generous profit share and match
- Two weeks of vacation time accrued per year
- 9 Paid Holidays per year
- Sick time accrued per Washington State law
- A family friendly and people focused workplace
- The opportunity to work for the best healthcare company in Washington

Our staff not only enjoys full benefits and professional growth opportunities, but also an environment noted for diversity, community involvement, intellectual excitement, and collaboration. We're interested in learning more about you and appreciate you taking the time to apply online.

Schedule: 40 hours per week, Monday – Friday in person. Our Administrative office is located at the Everett Waterfront with free parking. This is an exempt position not subject to overtime.

Salary range: \$65,000-\$80,000 depending on experience, skill set and education.

To Apply: Email your resume to hcarter@wwmedgroup.com.

Western Washington Medical Group is an Equal Opportunity Employer. We celebrate diversity and inclusion and welcome applications from qualified candidates, regardless of race, color, religion, sex including sexual orientation and gender identity, national origin, disability, protected veteran status or any other characteristic protected by applicable federal, state or local law.