

## Position Opening – PAYROLL AND BENEFITS SPECIALIST

**Full-time – Salaried Exempt; Pay: \$50,000 to \$53,000**

**\*Benefit package includes:**

- Generous PTO accrual  
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Short-term & Long-term Disability coverage– premiums paid by DAIS
- Life & Accidental Death Insurance- premiums paid by DAIS
- Employee Assistance Program  
(provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training

DAIS is seeking a Payroll and Benefits Specialist to join our team. If you understand the complexities of human resources and can successfully navigate the delicate balance of maintaining professionalism, confidentiality and compliance with organization policies and legal requirements as it relates to payroll and benefits, while also supporting staff needs, and you have the experience and knowledge that we are seeking, we would love to hear from you.

**About DAIS:**

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

**Primary Duties** – Under the supervision and guidance of the Director of Human Resources, the Human Resource Specialist performs functional day-to-day responsibilities necessary to ensure timely compliance, accuracy and confidentiality relating to:

- Payroll and time reporting
- Benefit eligibility and enrollment; COBRA administration
- Leave management (FMLA, Short-term & Long-term Disability)
- Employment and hiring assistance
- Employment records maintenance
- Posting and notice requirements
- Statistical reporting

**Qualifications:**

Our clients come from all different backgrounds, and **so do our employees**. If you're passionate about what you could accomplish here, and you meet the requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

**Required:**

- Degree in Human Resources or related field preferred, relevant work experience may be considered in lieu of a degree.
- Minimum of 4 years of experience processing payroll and administering employee benefits required.
- Working knowledge of applicable federal and state payroll, benefits regulations, and related legal requirements is required.
- Strong analytical, mathematical, and problem-solving skills required.
- Highly adaptable and proficient in HRIS and payroll software systems, experience with Microsoft Office Suite required.
- Excellent attention to detail and an ability to maintain organization, accuracy, consistency, and quality in a fast-paced, multi-tasking environment.
- Ability to work independently within limits of authority and organizational policies.
- Ability to maintain strict confidentiality of sensitive information.
- Strong oral and written communication and interpersonal skills.
- A desire and ability to promote a positive work environment and serve as a role model for others in the organization to follow.

**How to apply:**

- **Submit the following 3 things:**
  - ✓ Cover letter – tell us a little about yourself
  - ✓ Resume – tell us what you've done in the past
  - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
  - Via email as an attachment to: [daisemployment@abuseintervention.org](mailto:daisemployment@abuseintervention.org)
  - Via our website: <https://abuseintervention.org/jobs/>
  - Via fax or US Mail (address & fax number available on website)