



Title: Payroll and Benefits Administrator

Supervisor: Director of Operations

Status: Hourly, Part-time 15-20 hours

Location: SL Brown Foundation, Madison, WI

About the Organization

The Stephen & Laurel Brown Foundation (Foundation/SLBF) serves the University of Wisconsin and Madison communities by leading Christian thought and formation to shape today's pluralistic university. We gather communities, educate for formation, and produce scholarship within the university context for greater Christian impact. SLBF comprises five initiatives: Upper House Commons, The Lumen Center, New College Madison, a student Fellows Program, and a Media Studio. The Foundation includes two physical properties: Upper House – based in University Square in the heart of the University of Wisconsin–Madison campus, and Dottie's Ranch – a retreat center located 15 miles outside Madison. Upper House is a member of the Consortium of Christian Study Centers.

Vision for the Position

The Payroll and Benefits Administrator position is a part-time (15-20 hrs/week) role in support of the Operations Office. This person reports directly to the Director of Operations and serves all Foundation staff. As part of the Operations Office team, s/he will support efforts to maintain an organized, efficient, and healthy team culture.

Duties include the following areas: (1) payroll processing, (2) benefits administration/employee support, and (3) general administration.

We are seeking a detail-oriented and highly organized person to join our Operations team. This person will be responsible for the accurate and timely processing of our bi-weekly payroll and the day-to-day administration of employee benefits programs. Additionally, they will serve as the go-to resource for employees, ensuring data accuracy and compliance with all relevant labor laws.

Responsibilities:

Payroll Processing (20%)

- Manage end-to-end processing for 40+ employees including employee account maintenance, reviewing timesheets, and processing deductions and garnishments.
- Oversee the bimonthly submission of payroll for hourly and exempt employees, and employee retirement plan and health savings account contributions.
- Maintain onsite employee payroll/personnel files.
- Complete annual 401(k) Plan Safe Harbor match submissions.

Benefits Administration/Employee Support (50%)

- Administer health, dental, vision, life, and disability insurance plans, along with 401(k), FSA, and HSA accounts.
- EBC Non-discrimination test, Section 125 Plan information. Keep EBC apprised of benefit plan changes.

- Act as the primary point of contact for payroll discrepancies, benefits enrollment, and claims resolution.
- Leave Management: Coordinate and track employee leaves of absence, including PTO, Sick Leave, Spiritual retreat days, FMLA, short-term, and long-term disability as needed.
- Compliance & Reporting: Ensure payroll and benefits operations comply with federal, state, and local regulations. Prepare accurate monthly, quarterly, and year-end payroll reports.
- In partnership with the Finance Administrator, provide requested information for annual Worker's Compensation Insurance audit.
- Onboarding & Open Enrollment: Guide new hires through benefits orientation and lead the annual open enrollment process as needed.
- Maintain and update Employee handbook as needed.
- Engage in routine staff meetings to exchange critical information, discuss ongoing initiatives, and foster team communication.

General Administration (25%)

- Provide backup support to Finance Administrator as needed.
- Provide general administrative and program support, as assigned.
- Serve as a valued team member and colleague/collaborator on the Operations Leadership Team and on special projects as assigned.
- Assist with hospitality needs related to local events.

Personal Growth and Spiritual Renewal (5%)

- Commit time to personal and organizational renewal through regular periods of reading and reflection. This includes scheduled times away for study, prayer, and long-range planning.

Qualifications:

- Bachelor's degree in accounting, finance, human resources, or related field preferred.
- Commitment to the Lordship of Christ and a high level of spiritual maturity.
- Annually affirm SLBF Statement of Faith
- Love for the university and its array of stakeholders.
- High level of integrity, discretion and ethical standards. Ability to maintain a high degree of confidentiality.
- Sincere commitment to working collaboratively with diverse stakeholder groups.
- Experience: 3 to 5 years of proven experience processing payroll and administering comprehensive benefits programs.
- Technical Skills: Proficiency with modern HRIS/Payroll platforms and proficiency in Microsoft Excel.
- Knowledge: Strong understanding of FLSA regulations, IRS tax laws, COBRA, and FMLA compliance.
- Soft Skills: High level of confidentiality, strong analytical skills, and excellent interpersonal and communication abilities.
- Education: Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience).

Preferred Certifications:

- Certified Payroll Professional (CPP) through the [American Payroll Association](#)
- SHRM Certified Professional (SHRM-CP) or PHR