



Position Title	Payroll and Compensation Analyst, Talent & Culture
Department	Administration
Status	Full-time, salaried, Exempt
Location	Washington, DC (Hybrid work schedule of only 2 days in the office or the role can be remote from the Eastern time zone)
Supervisor	Director of Talent & Culture
Target Start Date	Early June 2023

Salary & Benefits

Academic Travel Abroad, Inc. (ATA) is committed to work/life balance and the standard work week here is 30 hours. If you're hired, this is what we'll offer you with a few of our benefit highlights:

- Salary: 65,000 – 72,000
- At least 5 weeks of Paid Time Off
- 12 holidays, voting leave, paid military leave, and up to 24 hours of paid volunteer time
- 12 weeks of paid New Parent Leave (any parent, for birth or adoption)
- 50% 401(k) match of an employee's contribution up to \$7,400
- Up to \$100 per month in transit or parking benefits matched by ATA
- Plus: medical, dental, vision, Long-Term/Short-Term Disability, Life, FSA benefits and more!

Description of the Team and Position

Our lean-yet-mighty Talent & Culture team is looking for an analytical Human Resources professional who can maintain our semi-monthly payroll process for just under 60 employees. While our payroll is a US-based payroll paying in US dollars, this role will serve as a critical member of the Talent & Culture team which supports all colleagues globally. Worldwide, we have nearly 90 employees with many of our global colleagues managed by a Professional Employer Organization (PEO) or a third-party partner. We are seeking someone with acute attention to detail and with technical savvy to update and maintain accurate information in our HR Information System, Namely. An innovative problem-solver who can identify trends and



create reports for business leaders on various workforce planning projects would thrive in this role. We also value the attributes of flexibility and having a sense of humor.

What you'll do...

Payroll Administration (60%)

- Collects, analyzes, prepares and inputs payroll data
- Calculates accurate and timely payroll semi-monthly and any special payroll runs
- Ensures compliance with all applicable state and federal wage and hour laws
- Updates the HRIS platform with employees' compensation, bonus, title, and other job changes
- Verifies that benefits deduction changes are accurate during payroll processing
- Supports Accounting in
- Oversees the processing of 401(k) retirement account contributions and updates with our Accounting team
- With the 401(k) Third-Party Administrator (TPA), support the annual Form 5500 filing and ERISA compliance
- Monitors applicable state and federal tax regulations and supports the employer registration process states and any necessary parties
- Prepares payroll reports (based on current HRIS system) following each payroll processing
- Updates and guides supervisors on payroll changes, errors and omissions
- Responds to all payroll inquiries in a timely manner, escalating as needed
- Monitors individual employees' paid time off (PTO) balances and adjust as necessary
 - Ensure employees' PTO balances are accurate.
- Manages the Leave Donation program and donation request process
- Prepares various reports as requested.
- Reconciles benefit enrollment for new hires and for the Open Enrollment process

Compensation Analysis (20%)

- With the Director, benchmarks jobs against survey data and other market intelligence to determine competitive compensation ranges for each position
 - Maintains job classifications and salary scales
 - Uses spreadsheet and data analysis techniques to assess results and market trends
- Prepares and presents summary reports of job analysis and compensation analysis information, as needed
- Evaluates and implements job analysis instruments and materials, as needed
- Conducts data and cost analyses to be used in workforce planning, as needed
- Conducts research on best practices for hiring, training, compensating, and evaluating employees
- Advises business leaders and managers on applicable state and federal employment regulations, benefits and compensation policies, and human resource procedures

General Human Resources Support (20%)



- Monitors the HR inbox and escalates inquiries as necessary
- Establishes and maintains employee personnel and medical files in compliance with state and federal employment laws, HIPAA, GDPR, and all other regulatory bodies
- With the Director, facilitates the Open Enrollment planning, implementation, and enrollment process (September – December) for healthcare benefits and 401(k) plans
- Conducts periodic audit of Payroll and Human Resources records as requested/scheduled
- Initiates and completes employment verifications and background checks
- Responds to government inquiries as directed
- Engages in Talent & Culture projects and diversity, equity, and inclusion goals as needed

We're looking for...

- At least 3 years (36 months) of payroll-related experience
 - Some experience in supporting a multi-state payroll a plus
 - Some experience serving in an administrative role of an HRIS/HCM platform (e.g. Namely, Workday, PeopleSoft, BambooHR, Paycom, ADP, etc.)
- A bachelor's degree in any field
- Extensive knowledge of US employment and privacy laws, regulations, and best practices
 - Specific knowledge of FLSA, HIPAA, ERISA, and COBRA regulations
 - Knowledge of Title VII, EEOC, and GDPR best practices a plus
- Excellent organizational and time management skills
 - An ability to work on concurrent projects, set priorities, and work under pressure on a multitude of tight deadlines
- Some knowledge of quantitative and qualitative research methods
- Adept in Excel and other Microsoft applications, including Teams
- An ability to build trust and to maintain confidentiality
- An ability to communicate to business leaders and employees with tact and discretion
- Possession of Emotional Intelligence (EQ) and cross-cultural competence (3C) a must
- A commitment to a positive employee experience (EX)
- A commitment to diversity, equity, and inclusion
- A collaborator who is highly communicative on tasks and projects (both internally and externally with partners and vendors)
- Knowledge of employment laws in other countries is a plus
- Knowledge of drafting and reviewing contractual agreements a plus
- Any HR-related certification a plus (e.g. SHRM-CP, PHR, GRP, CCP, CBS, etc.)

To Apply

We are only accepting applications through our partners at Hawthorne Lane. Please send a cover letter and resume to resume@hawthornelane.com with "Academic Travel Abroad – Payroll" in the subject line.



Application deadline: We encourage applicants to send their materials by 5:00 PM EST **May 31, 2023**.

Our Commitment to Diversity

At ATA, we don't just accept difference, we celebrate it. We use our diverse backgrounds and perspectives to our benefit by enriching our stakeholders and ourselves. ATA is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of race, color, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity, Veteran status, genetic information, or any other protected characteristic under applicable law. If you have a disability or special need that requires accommodation, please let us know.

COVID-19 Vaccination Requirement

ATA and our study abroad division, CET Academic Programs, have made the safety of our students, travelers, and colleagues, and our surrounding communities a top priority. As part of that commitment, all ATA/CET staff are strongly recommended to be fully vaccinated against COVID-19.

Description of the Organization

Academic Travel Abroad, Inc. is an educational travel and study abroad provider for many universities, cultural, and media organizations, as well as a growing number of commercial brands. We believe in celebrating and learning about the diversity of people and cultures through travel and education. Riding the post-war wave of interest in travel to Europe, ATA launched operations in 1950 by assisting universities and institutions in the creation of group travel programs for their members.

Today, ATA's study abroad division, CET Academic Programs, serves both high school and college students through academically rigorous, credit-bearing programs in its centers around the world, including the US, China, Japan, Jordan, Italy, Czech Republic, Brazil, and Colombia. CET's history dates back to 1982, and today, CET, in addition to enrolling students directly, serves many private and public universities, large and small.

ATA's educational travel division is a leader in customized, branded, experiential travel and serves partners such as the Smithsonian Institution, The History Channel, Yale Alumni Academy, and many others. In this capacity, ATA is frequently the "brand behind the brand." ATA also facilitates professional delegation travel in the fields of health, education, and law.



Tying together all brands and services are ATA's focus on innovative program design; collaborative approach to partnership; steadfast insistence on quality; diversity, equity, and inclusion; and a commitment to environmental sustainability. Every ATA program is designed to change perspectives, deepen understanding, and engage communities, showcasing the stories—both told and untold--of the places and people we visit.