Payroll and Benefits Administrator

The American Society for Radiation Oncology, ASTRO, is looking for an individual with previous payroll processing experience to join our team as Payroll and Benefits Administrator. In addition to handling all aspects of Payroll, this individual will be responsible for administering the Society’s group benefit plans. This individual will also work with the Director of Human Resources on the onboarding process for new staff and be the lead on our HRIS. Other responsibilities will include handling all the legal and regulatory requirements associated with payroll and benefits and assisting the Director of Human Resources with other functions and special projects.

Successful candidates will have:

* Bachelor’s degree, or equivalent work experience, in Human Resources or related discipline preferred.
* Three to five years’ experience in a Human Resources capacity preferably in payroll and benefits administration.
* At least two years’ experience processing payroll.
* Experience with an HRIS system, preferably ADP.
* Sound knowledge of legal regulations related to benefits administration and payroll.
* High level of interpersonal skills with ability to handle sensitive and confidential situations and documentation.
* Strong organizational skills with the ability to handle multiple tasks and meet critical deadlines.
* Exceptional customer service demeanor.
* Ability to work independently and with minimal supervision.
* Ability to pay close attention to detail and produce work with a high degree of accuracy.
* Sound judgment with ability to handle sensitive situations with discretion.
* Strong decision making and problem solving skills.
* Proficiency in MS Office Suite.

ASTRO offers a competitive salary and excellent benefits package which includes:

* Flexible work arrangements
* Medical, dental and vision insurance, majority company paid
* 401K with immediate company contribution
* 26 days of Paid Time Off annually
* 9 Paid Holidays
* On site fitness center
* Employer paid short and long term disability insurance
* and more

Please see our website [www.astro.org](http://www.astro.org) for more information about ASTRO.

To apply: email or fax your resume with salary requirements to:

[humanresources@astro.org](mailto:humanresources@astro.org) or 703-839-7317. EOE