

Administrator, Payroll and Benefits

About Vision To Learn:

Join Vision To Learn and directly impact your community by helping provide vision services to school-aged children in underserved communities who would otherwise go without access to care.

Vision To Learn is the largest school-based vision care nonprofit in the country. VTL addresses one basic premise – if you can't see, you can't learn. Vision To Learn provides access to vision screenings, eye exams, and glasses to students in underserved communities to help them succeed in school and in life. Founded in Los Angeles in 2012, Vision To Learn has since expanded to schools across the country. Vision care is critical, as 80% of all learning that occurs during a child's first 12 years is visual. Vision To Learn works to solve the problem of lack of access by partnering with school districts and programs around the country to provide eye exams and glasses at no charge to families. In the last decade, we have provided over 2 million vision screenings, 500,000 eye exams, and 400,000 new prescriptions.

Who We Are:

We are friendly, high-energy, knowledgeable, and quality-oriented professionals committed to Vision To Learn's mission. We approach our work with a value system of service excellence, empathy, integrity, open communication, empowerment, and an eagerness to help the communities we serve.

We are looking for a Payroll and Benefits Administrator like you to join our team with a positive, proactive attitude and commitment to our mission.

Payroll Processing:

- Oversee the end-to-end payroll process for our United States entities. This includes data collection, accurate calculations, deductions, record-keeping, issue resolution, and continuous process improvement.
- Reconcile payroll data to ensure accuracy and resolve any discrepancies.
- Ensure compliance with company policies, state and federal regulations and tax laws.
- Process terminations and final pay in accordance with local laws and regulations.
- Generate and distribute payroll reports as needed.

Benefits Administration:

- Administer employee benefits, including health insurance, 401(k) plans and other voluntary deductions by:
 - Enrolling new hires into the benefits platform
 - Maintaining the platform to ensure accurate employee records for COBRA compliance

- Entering in premium deductions in a timely manner
- Answer employee questions involving benefit deductions from their paychecks.
- Ensure accurate and timely enrollment and changes to benefit plans.
- Collaborate with human resources and the benefit broker to resolve issues regarding enrollment setup and deductions and ensure smooth administration.
- Monthly auditing of invoices and administration of employee enrollments.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Handle all HR compliance testing and requirements such as EEOC Filing, Form 5500, 401k Audits, etc.

Compliance and Reporting:

- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Additional projects and responsibilities as needed.

Successful candidates will have a proven track record for success, with positive, proactive attitudes and are dedicated to our mission. Vision To Learn is a rapidly growing organization, and team players are critical to our collective success.

News To Share

In 2022, Vision To Learn was selected by two-time Pulitzer Prize-winning New York Times columnist Nicholas Kristof as a recipient of the well-known [Holiday Impact Prize](https://kristofimpact.org/). This Prize recognizes non-profits helping children in need through outstanding, heroic work that improves communities. <https://kristofimpact.org/> <http://tiny.cc/VTLKristof>

The work done by VTL has also been featured in *The Washington Post*, ESPN, PBS News Hour, countless local television pieces and newspaper articles. VTL was commended by the US Senate in a bi-partisan resolution signed by 43 Senators. In terms of evidence-based service, glasses provided by VTL have been found to have a high impact on the academic success of students by researchers at both UCLA Mattel Children's Hospital and Johns Hopkins University.

Vision To Learn is committed to a diverse staff and to a culture that holds equity as a value and a priority. VTL welcomes applicants who bring a variety of perspectives, experiences, and competencies. People of color, women, people with disabilities, and LGBTQIA+ persons are strongly encouraged to apply. VTL is an equal opportunity employer and does not discriminate based on race, creed, color, religion, ethnicity, national origin, party or political affiliation, sex,

sexual orientation or gender identity, age, disability, veteran status, marital status, or any illegal or prohibited factor.

As a direct healthcare provider and to protect the health and well-being of our employees, VTL has implemented best practices for ensuring a clean and safe work environment. Employees will be asked to provide proof of COVID-19 vaccination and booster and pass a background check), TB and drug tests.

Qualified applicants should email cover letters and resumes to Rita.Campos@visiontolearn.org.

Pay: \$80,000-\$85,000/YR