



https://evergreen.partners/careers/pay_admin/

Senior Payroll and Benefits Administrator

Position Overview

The Senior Payroll & Benefits Administrator plays a critical role in ensuring accurate and timely payroll and benefits administration while driving continuous improvement in systems, processes, and controls.

The ideal candidate will have strong knowledge of end-to-end payroll processing across multiple U.S. states, compliance with federal, state, and local regulations, and hands-on experience with Workday Payroll. Experience with OneSource Virtual (OSV) & Experian services is a plus.

This position will act as a subject matter expert and partner with cross-functional teams including HR, Accounting, Benefits, and external vendors.

The Senior Payroll & Benefits Administrator is a member of the Finance & Operations Team and reports to the VP of Financial Planning & Analysis. Work can be done either in-person in our Middleton, WI office, hybrid or fully remote.

Essential Functions

Payroll Administration:

- Accurately process bi-weekly payroll & expenses for 500+ employees in compliance with federal, state, and local laws.
- Serve as the Workday Payroll system expert: configure, test, and audit changes; ensure data integrity between HCM and Payroll modules.
- Manage and reconcile payroll transactions including earnings, deductions, garnishments, and taxes.
- Liaise with our third-party payroll providers, OneSource Virtual (OSV) and Experian to resolve issues and support payroll operations.
- Respond to payroll-related employee inquiries with professionalism and accuracy.
- Maintain current payroll process documentation and support internal/external audits.
- Partner with Finance to manage payroll reports, journal entries, and reconciliations.

Benefits Administration:

- Administer employee benefits programs including enrollments, terminations, leaves of absence, and compliance reporting.
- Reconcile monthly benefits statements and ensure accuracy of premium deductions.
- Support and respond to 401(k) plan inquiries including enrollments, changes, and terminations.
- Collaborate with HR team to process leave-of-absence requests and related benefits coordination.

HRIS, Compensation & Systems Administration

Hiring organization

Evergreen Healthcare Partners

Job Location

6720 Frank Lloyd Wright Ave, Suite 200, 53562, Middleton, WI, USA

- Maintain employee records and administer onboarding, offboarding, and status changes.
- Perform regular audits and recommend process/system improvements.
- Generate reports supporting compliance, DEI, and compensation insights.
- Act as point of contact for payroll and benefits vendors; ensure service quality, accuracy, and alignment with Evergreen's goals.

General

- Uphold Evergreen's mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate)
- Cultivate meaningful relationships across Evergreen and with external partners
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion
- Participate in or lead cross-functional projects
- Coordinate and support company-wide programs and special projects
- Serve as subject matter expert for your team and role
- Support colleagues and Evergreen's growth by participating in hiring, onboarding, ongoing training, and other duties as assigned
- Participate in the development, documentation, and improvement of processes, procedures, and policies, in alignment with Evergreen's mission and values
- Assist and back up other colleagues when necessary
- Embrace change as Evergreen scales systems and processes
- Attend Evergreen's in-person annual retreat one time per year

Qualifications

- 5+ years of multi-state payroll administration, with 2+ years in a senior or lead role.
- 3+ years of experience administering benefits and HR processes.
- Hands-on experience with HRIS (Workday Payroll preferred) is required.
- Experience working with OneSource Virtual (OSV) or similar managed services.
- Strong knowledge of federal, state, and local payroll tax laws and benefits compliance.
- Proficiency in Microsoft Excel (pivot tables, v-lookups) and analyzing large datasets.
- Strong attention to detail, organizational, and problem-solving skills.
- Excellent communication skills and discretion when handling sensitive information.

Preferred Qualifications

- CPP (Certified Payroll Professional), FPC (Fundamental Payroll Certification), SHRM-CP, or CEBS designation.
- Experience in a fast-paced, high-growth, or tech/startup environment.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range

\$ 71,500 - \$ 95,000 , depending on experience, in addition to bonus eligibility and a comprehensive benefits package.

Work Hours + Travel Requirements

Evergreen's core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. Flexible schedule available in consultation with management. Occasional domestic travel up to 5%. If remote, travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

Physical Demands

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at a time.

Work Authorization Requirements

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.