

Position: Employee Benefits & Payroll Generalist

Group: Administration

Reports to: Director of Operations and Visitor Experience

Date last updated: 02/04/2025

FLSA status: full-time; exempt

Salary: 40 hrs. \$47,000 - \$50,000 with 100% employer-paid health insurance premiums and additional benefits



Position Summary:

Explora seeks an experienced Employee Benefits and Payroll Generalist to administer payroll, health insurance enrollment, annual leave, and other important Explora employee benefits.

The Employee Benefits and Payroll Generalist ensures proper implementation of Explora's policies and procedures around hiring, onboarding, and termination and oversees a variety of employee benefits for staff and teen interns, ranging from 100-200 people. This position is responsible for bi-weekly payroll processing and for other administrative duties and functions, including but not limited to: vendor relations; employee onboarding and termination; staff training support; insurance review, selection, and reporting; benefits administration; org chart maintenance; and other associated matters. The Employee Benefits and Payroll Generalist works in close collaboration with the Co-Executive Directors, the Directors group, various managers, and the accounting team.

Explora is committed to building a diverse staff that reflects the demographics of New Mexico and strongly encourages applications from BIPOC candidates.

Essential Abilities and Responsibilities:

- Excellent interpersonal and time management skills
- Keen attention to detail
- Experience with the management of timekeeping and payroll work flows
- Manage employee onboarding, offboarding, recognition, transitions, and maintenance of all associated records
- Strong commitment to organizational health, culture, Inclusion-Diversity-Equity-Accessibility (IDEA), and employee wellness
- Assess and evaluate systems and processes affecting multiple departments
- Maintain professionalism and confidentiality with sensitive information at all times
- Model exemplary ethical and professional behaviors and an understanding of Explora's mission and core values
- Perform duties independently, with minimal need for direct supervision
- Work closely with the accounting team, managerial team, and other staff to on- and off-board employees
- Communicate effectively with internal and external partners and be able to address billing/payment issues
- Collaborate across departments to understand key strategic workflows, priorities, and deliverables
- Manage and administer employee benefit plans, including health, retirement, wellness, 403b, and others
- Oversee compliance with relevant labor laws and regulations related to compensation and benefits
- Maintain personnel files

- Assist and track organizational training and certifications for staff, such as driver certification, CPR training, background checks, etc.

Minimum Qualifications:

- Passion for Explora and its mission of creating opportunities for inspirational discovery and the joy of lifelong learning through interactive experiences in science, technology, engineering, arts, and math.
- Two + years general human resources, benefits administration, or equivalent experience required, including: hiring and training staff; implementing employee benefits; overseeing policies and procedures related to staff employment
- Excellent written and oral communication skills required, with special care given to interpersonal communication, timeliness, and the ability to handle sensitive information appropriately
- Strong computer skills required (Microsoft Office - Word, Excel, PowerPoint), Google Workspace, internet, and email applications; advanced IT skills welcomed
- Adept at developing and implementing systems especially for organizing work, time, and processes
- Excellent attention to detail required, particularly as it pertains to, payroll, deadlines and policies
- Must exhibit sound judgment, maturity, the ability to make good decisions and handle confidential information appropriately, while holding high ethical standards for self, work and others
- Collaborative, helpful, team-oriented, flexible and willing to learn new things
- Work in-person at Explora, with the ability to deal patiently with frequent interruptions by staff seeking help with benefits or payroll

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, communicating, exercising daily decision-making, analyzing, and interpreting
- Requires effective eye-and-hand coordination and manual dexterity
- Requires moving around a large building up to 25% of the time

Work Conditions:

- This is an onsite position
- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles
- Work is normally performed in an area of limited privacy

Employment Screening and Compliance:

- Advanced background check required
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers
- Employee must maintain a current and valid driver's license to perform work duties, if position requires activities that require travel by motor vehicle, whether personal or company car
- Position may require a person to be bonded

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and

responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature		Date signed
Director signature		Date signed

Explora Science Center & Children’s Museum IS AN EQUAL OPPORTUNITY EMPLOYER