



**Position:** People Operations Manager  
**Reports To:** Vice President, Global Talent  
**Location:** US, remote or office-based in Norwich, VT  
**Salary Range:** \$57,595 - \$80,633  
**Position Type:** Full time

**ORGANIZATIONAL PROFILE:**

For more than 43 million people, blindness is a daily reality; another 295 million suffer from moderate to severe vision impairment. 90% of these people live in low- and middle-income communities where access to eye care is limited and the challenges for those who can't see are severe. But, there is hope: 80% of this burden is treatable or preventable. For example, 17 million blind people could be cured with a 10-minute cataract surgery. Millions more suffer from corneal blindness, which is often preventable or treatable. At Cure Blindness Project, we believe avoidable blindness can – and must – be overcome. For more than 25 years, we have worked alongside a capable network of collaborators to help people around the world retain and regain their sight by developing high-quality, cost-effective eye care systems in underserved areas of the world. With the help of partners in more than 25 countries, Cure Blindness Project has provided more than 1.4 million sight-restoring surgeries and screened more than 14.5 million people to provide care and basic treatments. We've trained more than 19,500 eye health professionals, and have established 5 eye hospitals. There is more work left to do, but we can overcome the mountain of global blindness, together.

Cure Blindness Project is expanding its team to meet new challenges, scale its work, and broaden its reach. We are seeking individuals who are passionate about changing lives and want to be a part of a team that works together to reach new heights. We want leaders who can aim high, make things happen, and are invested in building a positive team dynamic to bring the work to life.

**VISION:** A world in which no one is needlessly blind.

**MISSION:** We enable countries to end avoidable blindness by developing high quality, cost-effective eye care systems in underserved areas of the world so everyone everywhere can regain or retain their sight.

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**SCOPE OF WORK:**

The People Operations Manager is responsible for overseeing all aspects of payroll processing, employee benefits administration, and HRIS system management, while also providing support for general HR functions. This role ensures compliance with federal, state, and local regulations while maintaining accurate and timely payroll operations, benefits management, HRIS data integrity, and supporting the organization's broader HR initiatives.

**ESSENTIAL JOB FUNCTIONS:****Payroll Administration**

- Process bi-monthly payroll for all US-based employees using the organization's payroll system, ADP
- Liaise with employer of record (EOR) to ensure payroll is processed for colleagues under contract through EOR, and manage processing for any personnel engaged through independent contractor
- Collect, verify, and input time and attendance records
- Calculate wages, bonuses, reimbursements, and deductions
- Maintain payroll records and documentation in compliance with recordkeeping requirements
- Process payroll tax deposits and filings (federal, state, and local)
- Prepare and distribute W-2 forms and other year-end tax documents
- Reconcile payroll accounts and resolve discrepancies
- Stay current with changing payroll tax laws and regulations

**Benefits Administration**

- Manage employee benefits programs including health insurance, dental, vision, retirement plans, and other voluntary benefits
  - Coordinate open enrollment periods and ensure timely employee communication
  - Process benefits enrollments, changes, and terminations
  - Serve as the primary liaison between employees and benefit providers
  - Reconcile monthly benefits invoices and resolve discrepancies
  - Administer leave programs including PTO, FMLA, disability, and other leaves of absence
  - Prepare benefits reports for management and board review
  - Research and recommend competitive benefits packages within budget constraints
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## HRIS System Management

- Serve as primary administrator for the organization's HRIS platform
- Configure and maintain the HRIS system to support organizational needs
- Develop and maintain employee and manager self-service capabilities
- Build and maintain automated workflows for HR processes
- Create and manage system permissions and security protocols
- Conduct regular audits of HRIS data to ensure accuracy and completeness
- Develop and run standard and custom reports from the HRIS
- Manage system updates and coordinate with IT on integration requirements
- Train staff on HRIS functionality and provide ongoing user support
- Research and implement system enhancements to improve efficiency
- Document HRIS processes, procedures, and configurations
- Serve as primary contact with HRIS vendor for support and troubleshooting
- Lead HRIS-related projects and potential system migrations

## HR Generalist Duties

- Assist with onboarding processes including background checks, e-verify and new hire paperworks
- Support the development and maintenance of employee personnel files
- Coordinate performance review processes and maintain related documentation
- Provide guidance on HR policies and procedures to employees and managers
- Assist with updating and maintaining the employee handbook and HR policies
- Support employee relations issues and conflict resolution as needed
- Help coordinate staff training and professional development initiatives
- Participate in employee engagement, recognition and retention activities
- Support workplace safety and compliance with OSHA regulations
- Assist with workforce planning and organizational development projects
- Manage HR-specific vendors

## Compliance & Reporting

- Maintain compliance with federal, state, and local payroll, wage, and hour laws
  - Ensure proper classification of employees (exempt/non-exempt, contractor/employee)
  - Keep current with employment law changes and ensure organizational practices remain compliant
  - Maintain accurate records for auditing purposes
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- Generate standard and ad-hoc reports for management and board review
- Provide data for annual budgeting and financial planning processes
- Assist with annual financial audits related to payroll and benefits
- Ensure HRIS data management complies with privacy regulations and best practices

#### Employee Support

- Respond to employee inquiries regarding payroll, benefits, HRIS, and related HR matters
- Provide new employee orientation on payroll procedures, benefits programs, HRIS access, and company policies
- Create and update documentation for payroll, benefits, HRIS, and HR processes
- Develop and deliver ongoing training on payroll, benefits, HRIS, and HR systems as needed
- Serve as a resource for employees seeking information about company policies and procedures

#### **QUALIFICATIONS**

We are seeking a candidate who is passionate about our mission and brings the required skills and experience to lead this important function. The profile of a successful candidate will include the following attributes, with reasonable accommodations made to enable individuals with disabilities to perform the essential functions:

- Bachelor's degree in Human Resources, Finance, Accounting, or related field, or commensurate experience
  - 3-5 years experience in payroll and benefits administration, preferably in the nonprofit sector
  - 2+ years of HR generalist experience
  - 2+ years of HRIS administration experience
  - PHR/SHRM-CP certification preferred
  - Strong technical aptitude and experience with HRIS platforms (e.g., Workday, ADP, Paylocity, Paycor, BambooHR - ADP preferred)
  - Experience with system implementation, configuration, and reporting
  - Knowledge of database management and data integrity principles
  - Strong analytical skills and attention to detail
  - Experience with nonprofit-specific compliance requirements
  - Excellent attention to detail and high degree of accuracy
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- Strong organizational and time management skills
- Effective written and verbal communication skills
- Ability to maintain confidentiality of sensitive information
- Understanding of employment laws and regulations

Physical requirements:

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

### **To Apply**

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: [jobs@cureblindness.org](mailto:jobs@cureblindness.org)

*Cure Blindness Project encourages applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as veterans and individuals with disabilities.*