

PART-TIME PAYROLL & HR/BENEFITS MANAGER

United States Conference of Mayors · Washington, DC · Part-Time

About the Organization:

The United States Conference of Mayors (USCM) is a nonpartisan 501(c)(3) nonprofit that represents U.S. cities with populations of 30,000 or more. With 30 employees across six states and the DC, MD, and VA area, we work every day to strengthen the relationship between local governments and the federal government. This is mission-driven work, and the people who do it well care about public service.

About the Role:

We are looking for an experienced payroll and HR professional who can come in and own this function. You will be the go-to person for bi-weekly payroll, benefits, and general HR needs across a geographically distributed team. This is a part-time role at 15 hours per week, and we need someone who can work independently and hit the ground running. Must reside in DC-metro area. Initially, in-person may transition to hybrid after six months.

What You'll Do:

- Process bi-weekly payroll for all employees using ADP WorkforceNow
- Administer employee benefits programs, including health insurance and retirement plans
- Serve as the first point of contact for employee HR questions, including onboarding and offboarding
- Ensure compliance with employment laws across all states where employees are located
- Maintain accurate, up-to-date, and confidential employee records
- Support HR reporting and other administrative functions as needed

What You'll Bring:

- 3 to 5 years of hands-on experience in payroll processing, benefits administration, or HR
- Proficiency in ADP WorkforceNow — this is required, not preferred
- Comfort working in a small nonprofit or similarly lean environment
- Working knowledge of multi-state payroll compliance
- Close attention to detail and the ability to handle sensitive information with discretion
- Clear written and verbal communication skills
- Strong ethics and a high degree of professionalism to be trusted with confidential and sensitive information
- Experience in a nonprofit or mission-driven organization is a plus

Compensation:

This is a part-time position at 15 hours (two days) per week. Annual salary of \$40,000, equivalent to \$51.28 per hour.

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