

### **Full Time Payroll & Benefits Specialist**

Anuvia Prevention & Recovery seeks qualified candidates who wish to be considered for a full time Payroll & Benefits Specialist position working with the Human Resources Team at its Main HQs. The primary purpose of this position is to provide exceptional customer service to all employees through payroll processing, benefits administration, recruitment, and completing other HR functions of a generalist nature.

To be considered for the position, qualified candidates must have a Bachelor's Degree in Business Administration or Human Resources Management, or related field. Minimum of 5 years of experience with full cycle payroll processing and benefits administration from onboarding to offboarding, along with a solid understanding of HR rules, regulations and processes is required. Experience with Paychex is a PLUS! The normal work schedule is day shift, Monday through Friday with a 30 minute paid lunch. NC or SC driver's license is required.

The ideal candidate will possess the following: exceptional communication skills, both verbal and written; exemplary organizational skills; adapts quickly to change; is a self-motivated, high achieving, detail-oriented payroll and benefits Pro who holds oneself accountable for completing tasks accurately and on time; describes self as a payroll perfectionist; is a fast learner with a willingness to take on new tasks to make the workday interesting; willing to roll up sleeves and jump in when needed but also able to have some fun during employee events. An individual with a positive attitude, who adheres to high ethical standards, with a high level of focus and energy, and a friendly, compassionate, approachable manner is ideal.

If this is you, don't miss this opportunity to join other professionals serving the community! Anuvia is a great place to work. We are passionate about our mission and the quality of care we provide to those we serve. We are seeking individuals who share our vision and will become an integral part of our professional team. Anuvia provides competitive wages and a friendly, fun, collaborative and professional work environment. Employees are given the opportunity to gain industry knowledge and experience, contribute to the successful mission of the organization, and optimize career growth and learning. Eligible employees are offered a great benefits package including an excellent 403(b) retirement plan. We celebrate our employees with appreciation events, and by providing other valuable benefits and rewards.

Interested candidates should email letter of interest and resume to [Jo-ellen.mcquade@anuvia.org](mailto:Jo-ellen.mcquade@anuvia.org)  
<EOE>