



Position Title: Benefits & HRIS Manager
Location: Main Office
Reports To: VP, HR/IT/DEIB
Classification: Exempt
Hours: Full Time, 40 hrs./week, Monday- Friday

BENEFITS & HRIS MANAGER (Arlington)

Are you ready for your next level role in Human Resources?

AHC seeks an HR professional to join the Employee Experience Team. Our new team member is an individual who is diligent, responds with a sense of urgency, nimble, and flexible to serve the AHC staff with kindness and respect.

AHC is a nonprofit developer of affordable housing communities in Virginia, Maryland, and Washington, D.C., and provides social services and education programs to help residents thrive. We hire individuals who want to work in a dynamic, diverse environment and embrace our resident-focused mission.

About the Team

We call our ourselves, the Employee Experience Team, which is comprised of human resources, IT, and office administration. Our team advances AHC's strategies by creating solutions to attract, develop, engage, and retain a diverse workforce.

About the Job

The Manager of Benefits & HRIS is responsible for administering AHC's benefits program and policies and owns HRIS administration. Working collaboratively with the VP of HR, together they will evaluate competitive practices and programs that attracts and retains the best talent for AHC. Maintaining the integrity of employee information is critical to keeping employees' confidence and trust. All AHC staff are expected to work collaboratively and willingly when assigned tasks that may be outside the scope of their regular duties.

Upon hire, the Manager will be involved with planning the Open Enrollment event that includes review of renewals and vendor relationships.



Primary Responsibilities

Benefits Administration:

- Manage benefits administration, including relationships with brokers, vendors, and employees.
- Manage and oversee annual Open Enrollment event. Collaborate with VP to plan and communicate benefits strategies and offerings for AHC.
- Responsible for benefit plan changes, health, and welfare plan administration (full suite of AHC benefit program).
- Manage onboarding and off boarding of employee benefits.
- Reconcile monthly vendor invoices.

Employee Wellness:

- Develop and coordinate employee wellness activities.

HRIS Administration:

- Manage and maintain companywide HRIS.
- Oversee system updates, troubleshooting, and resolutions.
- Process employee personnel changes.
- Collaborate with the Finance team on bi-weekly payroll administration.

Compliance:

- Manage all benefits related compliance activities such as ERISA, COBRA, HIPAA, FMLA, and ADA as required by federal and state regulations.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, benefits, and employment law. Applies this knowledge to communicate changes in policy, practice, and resources across AHC.

Support AHC's efforts to assess and expand diversity, equity, inclusion, and belonging.

Minimum Requirements

- At least 3 years of relevant HR experience in benefits administration and HRIS.
- Bachelor's degree in related field. HR credential, a plus.



- Knowledge of employment and benefits laws and regulations.
- Experience with ADP Workforce Now required.
- Proficiency in Microsoft Suite.
- Excellent verbal and written communication skills.
- Detail-oriented, sound judgment and strong interpersonal skills.
- Experience in DEIB support a plus.
- Self-starter. Demonstrates curiosity and asks thoughtful questions intending to refine existing processes and systems.

Working at AHC

AHC has a Hybrid Work Schedule with staff working onsite on our core days (Monday, Tuesday, and Thursday). Staff may work remotely on Wednesday and Friday.

AHC is committed to promoting Equity in our work. Systemic inequity is a reality. As such, central to our mission is that we address it in whom we hire, how we engage with the community, and with whom we partner. We strive to advance initiatives that promote more equitable access to resources for residents and neighborhoods served by AHC, and we will accelerate our mission by advancing diversity, equity and inclusion among our industry peers and business partners.

How to Apply:

For immediate consideration, please email your cover letter and resume to jobs@ahcinc.org.

Please make sure to submit a cover letter when applying.

Learn more about AHC by visiting our website www.ahcinc.org.