



HOPE CHRISTIAN HEALTH CENTER

Payroll & Benefits Specialist (On-site)

Address: 4040 North Martin L King Boulevard, North Las Vegas, NV 89032

Pay Rate: \$24.50 - \$32.00 hourly

Date Posted: Saturday, December 13, 2025

Apply: Send your resume to Info@goodhirerecruitment.com

Our Client

Hope Christian Health Center is a **non-profit, faith-based organization** serving the Las Vegas community through three clinics, a mobile outreach team, and the **HCHC Recuperative Care Center (HCHC RCC)**. The HCHC RCC is a **38-bed inpatient program** providing primary care, case management, wound care, and other supportive services to individuals experiencing homelessness, made possible through a **partnership with the City of Las Vegas**.

Their mission is to **glorify God by demonstrating Christ's love** through the delivery of **high-quality, affordable care** to all members of the community, **regardless of their ability to pay**.

The Ideal Candidate

We are looking for a **detail-oriented, faith-driven professional** who is ready to contribute to Hope Christian Health Center's mission of serving the Las Vegas community. The ideal candidate has **1–2 years of payroll and benefits experience** familiar with office administration who is also looking to grow into a specialized HR/payroll role.

Requirements include a High School Diploma, proficiency with general office equipment, and strong interpersonal, communication, and organizational skills.

Knowledge of **Paylocity software is preferred**, along with demonstrated ability to manage performance goals, maintain integrity in a fast-paced environment, and work effectively with diverse populations.

A **passion for community health care** and alignment with Hope Christian Health Center's faith-based mission are essential.

The Role

The **Payroll and Benefits Specialist** plays a critical role in supporting the financial and human resources operations of Hope Christian Health Center. This position ensures **accurate and timely payroll processing, administration of employee benefits, and compliance with federal, state, and grant regulations**. As part of an FQHC, the specialist contributes to **operational efficiency and workforce management**, facilitating smooth communication across departments and supporting audits and reporting requirements. This role also ensures payroll and benefits processes uphold **transparency, accuracy, and compliance**, while reflecting the organization's **faith-driven mission and values**.

Payroll & Benefits Administration

- Oversee **end-to-end payroll processing** for all employee pay groups, ensuring accuracy, timeliness, and compliance with federal, state, and local labor laws.
- Manage **PTO, holiday pay, accruals, and overtime** within Paylocity.
- Administer **employee benefits**, including enrollment, deductions, HSA/FSA contributions, and reconciliation with HRIS and payroll systems.
- Generate payroll and benefits reports for **grant reimbursement, audits, and internal review**.
- Serve as the **primary point of contact** for payroll- and benefits-related questions from employees and supervisors.

System Administration & Compliance

- Maintain and configure **Paylocity and other HRIS systems**, including onboarding/offboarding, position updates, promotions, and user access controls.
- Conduct **data integrity audits** to ensure payroll and HRIS accuracy and compliance.
- Support **remote clock-in systems**, track attendance, and follow up on discrepancies with HR and supervisors.
- Ensure **confidentiality and security** of payroll and employee information at all times.

Administrative Support & Training

- Prepare and distribute **annual W-2 and 1099 forms** in compliance with regulations.
- Coordinate documentation for **workers' compensation audits** and other financial audits.
- Develop **resources and training materials** for supervisors and staff to enhance understanding of payroll and benefits processes.

Organizational & Mission Alignment

- Uphold and demonstrate **Hope Christian Health Center values**, including faith, excellence, stewardship, service, and dignity.
- Comply with **HIPAA**, HRSA Health Center Program Requirements, and other regulatory standards.
- Participate in **quality improvement initiatives** and support the clinical practice team, emphasizing patient-centered care.
- Perform other duties as assigned to support the organization's operational and mission-driven goals.

Benefit Highlights

- **Comprehensive Health Insurance** to support your well-being
- **Dental and Vision Coverage** for routine and specialty care
- **Life Insurance** to provide financial protection
- **Paid Time Off (PTO)** for vacation, personal, and sick days
- **Parental Leave** to support growing families

Additional Information (Total Physical Demands)

- **Occasional physical activity** including standing, walking, reaching, bending, kneeling, pushing, pulling, and lifting or moving up to 25 pounds
- **Frequent sitting** with manual dexterity required for computer and office tasks
- **Visual and auditory requirements:** good near vision for close work and ability to communicate clearly in person and by phone
- **Ability to travel** to various locations as needed

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