

### **Borislow Insurance Overview:**

By way of background, [Borislow Insurance \(BI\)](#) is a nationally recognized employee benefits brokerage and consulting firm. Founded in 1982 by Jennifer Borislow, BI began with a singular mission of making a difference in the lives of clients. Our entrepreneurial spirit, combined with a passionate commitment to operating with an innovative mindset, crystallized into our four guiding core values: Be Passionate, Energetic and Innovative, Collaborate with Care and Purpose, Be Savvy, and Own Outcomes. In 2021, we entered a strategic partnership with BroadStreet Partners (Columbus, OH) and the Ontario Teachers' Pension Fund (\$250B). In doing so, we intentionally aligned with 30 independently owned and operated insurance agencies with revenues that exceed \$2B annually, supported by more than 9,100 insurance professionals across the United States and Canada. Our partnership with BroadStreet gives us the scale, succession planning, access to capital and resources of a multi-billion-dollar enterprise while retaining complete autonomy over strategic and operational matters.

The firm is currently seeking a positive, dynamic, and creative HR Generalist to work as part of the Borislow Insurance team. We are seeking a detail-oriented and knowledgeable HR Generalist with expertise in payroll processing, benefits administration and office operations. The ideal candidate will be responsible for managing employee payroll, administering benefits programs, managing day-to-day office operations and supporting various other HR functions to ensure compliance and employee satisfaction.

### **Key Skills and Responsibilities:**

- **Payroll Management**
  - Administer full scope of payroll processing including review of information to be entered, input of payroll transactions, auditing of earnings, taxes, and deductions.
  - Process payroll accurately and timely, ensuring compliance with federal, state, and local regulations including performing routine tax reconciliations and processing filings; verifying all regulatory filings produced by vendors such as w-2s and quarterlies are accurate, resolve any tax discrepancies or questions.
  - Respond to reporting requests and audit materials as required. Administer employee benefits programs, including health insurance, and other employee perks.
  - Maintain accurate payroll and benefits records, including compensation, deductions, timekeeping, and tax documentation.
  - Act as point of contact for employees with payroll and benefits-related inquiries, resolving issues promptly.
  - Stay updated on tax regulations to ensure compliance including researching new/changing regulations as it relates to payroll and working with payroll vendor to handle regulations in the system.
  - Work with Finance team on annual audits.
  - Recommend enhancements to processes and programs to help automate and streamline tasks.
- **HR Support and Compliance**
  - Conduct HR functions such as onboarding, offboarding, office equipment, employee relations, and compliance.
  - Maintain confidential employee files and records in compliance with regulatory and firm standards.
  - Assist in HR reporting, audits, and policy development.

- Ensure compliance with multi-state labor laws and firm policies.
- Support employee engagement initiatives and assist with internal communications.
- Provide data analysis and reporting.
- Stay updated on labor, employment, benefits regulations, and HR best practices.
- Discover efficiencies impacting HR data management and implement required process improvements.
- **Office Operations & Front Desk Management**
  - Serve as the first point of contact for facility-related issues or concerns.
  - Manage office vendors (e.g., supplies, maintenance, facilities) and negotiate contracts for cost efficiency.
  - Coordinate office equipment needs, including setup for new hires and ongoing maintenance.
  - Responsible for general office administration, such as ordering supplies, managing mail, packages and deliveries and greeting guests.
  - Manage overall office operations including ensuring the reception area and conference rooms are clean, organized and present a professional image.

### **Qualifications & experience**

- Bachelor's degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- 2+ years of experience in payroll processing and benefits administration. Experience in multi-state payroll processing preferred.
- Proficiency with payroll software and HRIS systems.
- Strong understanding of labor laws, payroll regulations, and benefits compliance.
- Excellent communication, problem-solving, and organizational skills.
- High level of confidentiality and attention to detail.
- Ability to work independently and collaboratively in a fast-paced environment.
- HR certification (PHR, SHRM-CP, or equivalent) is a plus.
- Familiarity with workers' compensation and leave management.

### **Compensation and Benefits**

Borislow Insurance offers a diverse working environment, and the chance to build a career where individual achievements are recognized and rewarded. You will enjoy a competitive compensation package, comprehensive benefits and an opportunity for career growth with a progressive industry leader.

Salary range for this full-time position is \$60,000 - \$70,000, plus benefits

Submit resumes to Amy Sabato, [Amy@Borislow.com](mailto:Amy@Borislow.com)