



**Title: Payroll and Benefits Lead**

**Department: Finance**

**Status: Full-time, Exempt, Professional**

## **Description**

Nextcure is searching for an experienced Payroll and Benefits Lead, reporting to the Corporate Controller. This role is critical to onboarding/offboarding and the employee experience at NextCure. The position will have active engagement with the employee base. Attention to details and financial accuracy are critical candidate strengths, as are sound judgment, clear and concise communications skills, and an outgoing personality.

## **Responsibilities**

- Manage and process the payroll function, including the further development of sound procedures around control/segregation of duties and around the safeguarding of employee information
- Manage and facilitate the 401(k) program with Fidelity Investments, including the administrative oversight of the Retirement Plan Committee and ongoing training for employees
- Manage and facilitate the Employee Stock Purchase Plan, including program training, stock purchase management, communication/engagement and S-8 filing reminders; concur with the accounting transactions under the Plan
- Maintain the Concur expense reporting process, including analysis, accounting and trouble shooting
- With the support of Human Resources, serve as the administrative contact for NextCure's benefits plans, including being the point of contact for employees and outside third-party vendors
- Serve as a liaison for basic tax-related inquiries and tasks associated with payroll, including serving as the point of contact for state/federal tax entities
- In collaboration with human resources, participate in staff onboarding and offboarding processes, including familiarizing staff with 401(k), Employee Stock Purchase Plan, and benefit offerings
- Analyze and recommend improvements within the payroll/benefits areas, examining systems and integration to strengthen information safeguards and minimize points of contact throughout the process
- Develop and maintain policies and procedures for all relevant areas of the position
- Serve as a "first point of contact" for employee concerns with payroll and benefits, as required assess and lead training requirements
- Administratively support incoming requests for legally required company submissions, including census and other mandated submissions
- Respect organization's values by keeping information confidential while fostering teamwork and open communication
- Ad-hoc projects as assigned.

## **Qualifications**

- Bachelor's degree in business administration, accounting, finance, or related field preferred; Associate degree considered.
- Ten or more years of experience in Payroll, with experience managing other benefit areas/liaising with Human Resources is highly desired.



- Strong interpersonal and communication skills for interacting with the business and to support personnel and management.
- Attention to detail along with a proven work history of effectively handling confidential data.
- Experience with ADP Workforce Now desired.
- Motivation to develop and maintain internal and external relationships.
- Commitment to ethical behavior with a willingness to adhere to all company policies.
- Individual must be an organized, detail-oriented, proactive, team player.
- Ability to work in a dynamic fast-paced, high-volume environment, handle multiple tasks, meet deadlines, and react quickly in a fast-paced environment.