

**HRIS Solutions Consultant**  
**Virtual- Fully Remote 15-20 Hours Per Week**  
**3-6 months**

EHR is boutique human resources consulting firm. providing executive and specialty search, compensation and benefits analysis, diversity, equity and inclusion, employment investigations, training, and transition services. We offer outsourcing and HR project services to clients across various business sectors, including nonprofits, philanthropic organizations and for-profit companies in Washington, DC, New York and nationally.

The HRIS Consultant will support and collaborate with the Founder & Managing Consultant and HR Consultant in serving a dedicated nonprofit client. The Consultant will provide guidance on aligning the organization's people strategy with its business priorities by assisting with the HRIS implementation of Rippling.

This short-term role will focus on the final stages of implementation in close coordination with EHR's HR Consultant, improving system configurations that support our client's operations, auditing and remediating gaps, and ensuring post-implementation stabilization.

This role is part of a larger effort designed to help streamline the client's HR operations for its US and international regional offices.

### Responsibilities

- **Conversion:** In coordination with the HR Consultant, lead and support the final stages of the HRIS conversion to serve the client's U.S. and international regional offices in a highly collaborative and professional manner.
- **Customer Experience:** Works to streamline the conversion with the internal customer experience in sight from a super user, manager and staff perspective.
- **Validation:** Lead and support system validation and reconciliation across modules.
- **Module Optimization:** Assess and refine configurations across core HRIS, Time and Attendance, Payroll, Performance Management, and Benefits.
- **Testing & Readiness:** Conduct functional testing, define UAT scenarios, validate that business requirements are met, and confirm readiness for full deployment.
- **Issue Resolution:** Troubleshoot system issues and resolve defects identified during UAT.
- **Client Collaboration:** Partner with the HR Consultant to support Operations, Payroll, and Finance in investigating and resolving configuration gaps and workflow failures.
- **Documentation:** Develop clear configuration guides, diagrams, and process workflows to support training and knowledge transfer.
- **Future Planning:** Provide recommendations for future module implementations (e.g., Benefits migration from BeneLink to Rippling BenAdmin; Performance Management transition from TeamFlect to Rippling Performance Management) to support the end users.
- **Reporting:** Provide weekly written reports and monthly updates to the Founder & Managing Consultant to support client alignment and effective relationship management.

## Position Requirements

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- Bachelor's degree in human resources, business, or a related field required.
- Minimum of five (5) years of HR generalist experience with a strong emphasis on HRIS and implementations expertise. Experience in a nonprofit environment, including some international exposure, is strongly preferred.
- Experience with Rippling HRIS (or similar equivalent) strongly preferred.
- Demonstrate a holistic understanding of the internal customer experience by considering the perspectives of super users, managers, and staff, and applying these insights to inform system design and decision-making.
- Demonstrated experience implementing HRIS solutions, post-go-live stabilization, UAT coordination, and system validation.
- Detail-oriented with strong analytical and problem-solving skills.
- Ability to work both collaboratively and independently, and meet tight deadlines.
- Strong communication and technical translation skills.
- Proven success working in a remote, team-based environment.
- Excellent follow-up skills and polished client relationship management abilities.
- Creative and innovative approach to problem-solving.
- Strong written communication and research skills.
- Highly organized with exceptional attention to detail.
- Flexible, adaptable, and responsive to changing priorities.

## Additional Details

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- **Title:** HRIS Consultant.
- **Status:** Independent Contractor.
- **Reports to:** Founder & Managing Consultant, close collaboration with HR Consultant.
- **Client:** international non-profit headquartered in NYC with international regional offices.
- **Work Schedule:** Approximately 15--20 hours per week; virtual work environment.
- **Rate of Pay:** \$46 per hour; commensurate with experience.
- **Updates:** weekly updates and monthly report required.
- **Apply:** To apply, please send your letter of interest and resume to Stacey Berk, [sberk@expandhr.com](mailto:sberk@expandhr.com).
- **Inclusion:** EHR is committed to providing an opportunity without regard to an individual's age, color, disability, gender, gender expression, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, or veteran status.