People and Operations Analyst

Join our high-performing consulting firm in a dynamic role that bridges people, finance and operations. The **People and Operations Analyst** plays an important support role across people operations and day-to-day finance and administrative functions. This position works closely with senior leaders and external vendors to ensure smooth internal operations and a positive employee experience. This is a great opportunity for someone at the early stage of their career who enjoys wearing multiple hats, takes ownership of their work, and is comfortable working independently in a remote setting.

Key responsibilities:

People:

- Support employee lifecycle processes including onboarding, offboarding, and maintaining employee records
- Assist with benefits administration, open enrollment activities, and employee questions
- Coordinate payroll inputs and support payroll processing in collaboration with finance leadership
- Maintain HR systems, files, and required documentation in compliance with applicable laws
- Support recruiting and hiring activities, including resume review and background check processes
- Serve as a first point of contact for employee questions related to HR policies, time off, and benefits
- Assist with performance review cycles and people-related internal initiatives
- Help draft and update internal HR documentation and employee communications

Finance Support:

- Assist with accounts payable and accounts receivable processes, including invoice tracking and documentation
- Support employee expense reimbursement reviews and recordkeeping
- Manage credit card entries, reconciliations, and proper job costing
- Assist with payroll reconciliation and basic financial reporting
- Help maintain organized financial, compliance, and operational files
- Coordinate with external vendors such as payroll providers, benefits brokers, and accounting partners
- Maintain a record of insurance renewals and work with providers to obtain quotes, complete applications, ensure timely payment.
- Provide general administrative and operational support to leadership as needed

Operations

- Serve as the primary liaison with FCG's external IT service provider

- Help triage employee IT support requests and coordinate resolution with the IT vendor
- Support basic user access management (account setup, role changes, terminations) across internal systems

Qualifications/Requirements:

- Bachelor's degree in business, human resources, finance, accounting, or a related field preferred
- Minimum 4 years of relevant experience in an administrative, HR, or finance role
- Strong interest in building skills across HR, finance, and business operations in a small, growing organization
- Strong proficiency in MS office; with particular focus on Excel
- Comfort learning new systems and processes quickly
- Experience with payroll systems, HRIS platforms, or accounting software is a plus
- Prior experience working remotely or in a distributed team environment is helpful
- Familiarity with AI, and structuring data to best leverage AI, is a plus

Commented [AS1]: If you think 1 is OK, can leave it, but seems like 2 years gives you the initial professional experience to get someone in for their 2nd job?

Competencies

- Quick learner who is curious, eager to build new skills and excited to explore AI efficiencies
- Highly organized with strong attention to detail
- Self-starter who can manage tasks independently and follow through
- Adaptable and flexible in a fast-paced, evolving environment
- Comfortable handling confidential and sensitive information with discretion
- Strong written and verbal communication
- Able to multi-task, prioritize, and manage time effectively
- Highly developed client/customer service skills

Faulkner Consulting Group www.faulknerconsultinggroup.com
Faulkner Consulting Group (FCG) is an experienced health policy consulting firm focused on the intersection of public and private programs. FCG has expertise in health care payment and delivery system models, including national and local health policy trends, federal and state health program design and state regulatory policy.

Work Environment

FCG has adopted a remote-first operating model and culture. This gives our team members the freedom, autonomy, and trust in each other to work from home. Travel will be required to Rhode Island quarterly for in-person team meetings and learnings. Travel to RI and/or north of Boston will also be required as part of the onboarding process. Candidates must live in the Providence or Boston areas.

Faulkner Consulting Group is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age, disability, veteran status, genetic information, or any other protected status.