

# VERITÉ

Fair Labor. Worldwide.

Verité is a growing, award-winning non-profit organization that illuminates and addresses serious human rights and labor rights violations in factories, farms, and other workplaces around the world. We serve private-sector and public-sector clients by building their internal understanding of the labor rights problems they face in their supply chains and operations, and developing their skills to solve those problems. Verité's global auditing and assessments program represents foundational field work of the organization and remains one of several mediums for innovative labor and human rights advancement throughout the world.

<b>Title</b>	Lead Social Responsibility Auditor and/or Payroll Auditor, both on a consultancy basis
<b>Location</b>	This is a remote position open to candidates located anywhere in the United States.
<b>Role</b>	Verité is seeking Lead Auditors and Payroll Auditors to conduct social responsibility workplace auditing and assessments to ensure that workers' rights are respected and prioritized, and identified issues are addressed and remedied. Lead auditors will manage a site team of payroll auditors, environmental health & safety (EHS) auditors, and worker interviewers, work with Verité's Global Auditing and Assessments staff, and engage with corporate clients to advance the organization's vision, mission, and goals.  <b>Respondents are encouraged to apply for one or both of these positions.</b>

## Responsibilities

	<b>Lead and Payroll Auditors</b> will conduct onsite social responsibility assessments (in collaboration with additional team members). Assessments typically last 2-4 days (not including travel).
	<b>Lead Auditors</b> will oversee both Payroll and EHS auditors, as well as worker interview teams (typically a minimum team size of four persons).
	<b>Lead Auditors</b> will build and manage relationships with external stakeholders including brands, worksite management, union representatives, and supply chain managers.
	<b>Lead Auditors</b> will be responsible for working with brands and site management to develop remediation plans for issues identified during the assessment.
	<b>Payroll Auditors</b> will review employee time records, pay records, pay slips, and personnel files across multiple months.

## Required qualifications

	<b>Lead Auditors</b> must demonstrate strong team building, leadership, and communication skills.
	<b>Lead and payroll auditors</b> must possess a minimum of five years of relevant professional experience conducting corporate social responsibility auditing and assessments for multiple stakeholders, including experience in manufacturing and the service industry
	<b>Payroll auditors</b> must have at least three years of experience in accounting, HR administration, and payroll management.
	<b>Payroll auditors</b> must demonstrate understanding of financial records and payroll data so as to be able to identify inconsistencies and discrepancies.
	<b>Payroll auditors</b> must have strong communication skills that allow them to clearly describe findings to site management.
	Strong experience with labor rights issues is required. <b>Lead Auditors</b> must also demonstrate some experience with issues related to human resources, working hours and wages, environmental health and safety standards, management systems, business ethics, and worker interviewing.
	Significant experience producing complex written reports in English, including the capacity to interpret assessment findings with attention to context and detail and understand how to effectively communicate findings and remediation recommendations to key audiences.
	A strong record of meeting deadlines.

	Applicants must possess a valid driver's license and be able to drive and reserve rental vehicles.
	Frequent travel in the US required, along with occasional international travel. A valid passport is required.
	Enthusiasm and maturity, with the ability to conduct discussions at strategic and tactical levels within the organization, as well as in complex partner and client settings.
	Excellent client-service skills, with proven ability to forge effective working relationships and influence stakeholders.
	Demonstrated organizational and project management skills, and attention to detail.
	Self-driven and able to work effectively both independently and collaboratively as part of multiple teams in a fast-paced environment.
	Applicants are required to have legal authorization to work in the US indefinitely.
	Experience with MS Office; familiarity with a variety of online communication platforms including Teams, WhatsApp, and Zoom. Payroll auditors will need strong experience in Excel.
<b>Preferred qualifications</b>	
	Spanish language skills (verbal and written).
	RBA, APSCA, or related qualification/certification.
	Experience overseeing internal corporate audit teams or related social responsibility programs focused on labor.
	Experience auditing in the agriculture or raw materials sectors.
	Experience working with at-risk populations of workers, such as migrant workers.
<b>Qualifications for all Verité positions</b>	
	Demonstrates strong personal commitment to Verité's mission or related social justice objectives in human rights, labor issues, international law, or corporate social responsibility.
	Demonstrates sensitivity and competency engaging with the diverse marginalized populations impacted by Verité's mission around the world.
	Personal reliability and commitment to organizational success.
	Maintains confidentiality in communications as appropriate.
	Demonstrates professional competency and/or personal experience thinking and working effectively across boundaries. *
	Fluent, clear and concise writing in English.
<b>Rate</b>	USD 350-600 per day on a consultancy basis, commensurate with qualifications and experience.
<b>To apply</b>	Please submit a resume <b>and a brief cover letter</b> through the Verité application portal at <a href="http://www.verite.org/careers">www.verite.org/careers</a> . No telephone or email inquiries will be accepted.

\*These include, but are not limited to: gender, race, religion, age, disability, gender identity, sexual orientation, marital status, pregnancy status, nationality, class, political opinion, union affiliation, or social or ethnic origin.

Verité is committed to a diverse work force and is an Equal Opportunity Employer that does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expressions, status as a veteran, and basis of disability or any other federal, state, or local protected class. Verité's daily work to achieve our vision of a world where people work under safe, fair, and legal conditions is inherently linked to topics of diversity, equity, and inclusion. Recognizing that the labor market and institutions have long marginalized people of color, trans and LGB people, women, and people from working class backgrounds, we therefore feel the need to be particularly proactive in encouraging candidates who identify as such to apply.