## Job Summary: The Human Resources Generalist will provide high quality human resources administrative support to this non-profit agency. The Human Resources Generalist will provide daily tactical support for general human resources functions to include payroll, recordkeeping, benefits administration, HRIS system, and employee recognition. This position will also support certain office operation functions and work with our vendors in areas such as security, supply inventory, and maintenance of office equipment.

## Essential Functions:

*Payroll and Benefits Administration*

* Process and maintain the accuracy of all employee payroll related data entry and changes in the current payroll system.
* Maintain and update the electronic timekeeping and paid time-off accrual system.
* Process bi-weekly payroll submission.
* Process and maintain the accuracy of all employee benefit elections, deductions, and associated costs in the current HRIS system.
* Review benefit plan options with all new hires and/or newly benefit eligible employees.
* Process all benefits enrollment updates and changes with our carriers and/or through our benefits broker.
* Participate in coordinating the annual benefit plan renewal and open enrollment process.
* Manage all FMLA and STD leave cases.
* Manage all annual benefits reporting and testing.

*Recordkeeping*

* Maintain all employee records, both electronically and hard copy, in an accurate, confidential, and appropriate manner.
* Review and complete all required paperwork and documentation with all new hires.
* Ensure that all employee background checks and required clearances are processed and filed in a timely manner.
* Respond to third-party inquiries for employee information such as, but not limited to, unemployment claims, employment verification, mortgage applications, government assistance, funders, and auditors.
* Assist with the annual renewal application process for professional and commercial lines of insurance working closely with our broker.

*Employee Relations*

* Assist with the coordination of employee recognition activities and special events.
* Conduct and track the results of employee exit interviews.
* Handle first-level employee inquiries particularly regarding benefits, payroll, and office operations.
* Conduct new employee orientations.

*Office Operations*

* Coordinate building and suite access security card distribution and activation with building management and security system vendor/software.
* Assist with the regular maintenance of and troubleshooting issues with office equipment.

**Knowledge, Skills, and Abilities**

* Demonstrates effective knowledge of the human resources body of knowledge.
* Handles multiple tasks effectively and meets deadlines.
* Demonstrates a high degree of integrity and confidentiality when interacting with all levels of staff and with external partners and stakeholders.
* Strong attention to detail and accuracy of data.
* Ability to communicate effectively with individuals or groups.
* Demonstrates ability to work with other people through a cooperative effort.
* Possesses strong interpersonal skills as demonstrated by compassionate, courteous, cordial, cooperative, and professional interaction.
* Strong ability to effectively use technology and computer applications such as Microsoft Office products and ADP payroll/benefits.

**Experience and Education:**

* Minimum Experience: Three years of Human Resources administration-related experience in a professional setting.
* Minimum Education:BA/BS degree from an accredited college or university in Human Resources or other related field of study.
* License/Certification: PHR/SPHR Certification desired.