

JOB DESCRIPTION
HR Manager, PR Administrator, and Accounting Support

NAME: _____

DATE OF HIRE: _____

DEPARTMENT: Administration

REPORTS TO: Director of Finance

JOB TITLE: HR Manager, PR Administrator, and Accounting Support

FLSA STATUS: EXEMPT

JOB PURPOSE:

The Human Resource Manager will run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering payroll, benefits, and leave, worker's compensation, maintenance of employee records and enforcement of company policies and practices. Will cross train and assist the Accounting Department as the need arises.

ESSENTIAL JOB FUNCTIONS:

- Oversees the recruiting, interviewing, hiring and training process.
- Assists with constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with Company Policy.
- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruit, assists with interviews, and facilitates the hiring of qualified job applicants for open positions and collaborates with departmental managers to understand skills and competencies required for openings.

- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Acts as trusted HR Business partner to Business Units.
- Processes Payroll
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; workers' compensation; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Attends and participates in employee disciplinary meetings, terminations, and investigations.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
- Maintains employee records.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Submits annual HR Budget, assists department management with cost containment strategies as it relates to HR and Organizational development.
- Assist Accounting Department as requested.
Performs other duties as assigned.

NON-ESSENTIAL JOB FUNCTIONS:

EQUIPMENT USED FOR JOBS:

- computer/keyboard
- calculator
- printer/scanner
- copier
- phone

CRITICAL PHYSICAL DEMAND:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

REQUIRED KNOWLEDGE:

An individual must possess this knowledge, skills, and abilities and/or be able to explain and demonstrate that he or she can perform the essential functions of the job.

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Knowledge of accounting practices.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

QUALIFICATIONS:

Education:

Bachelor's degree in Human Resources, Business Administration, or related field required.

Experience:

10+ years of human resource management experience preferred.

Minimum of 5 years experience in payroll processing.

SHRM-CP is a plus.

Every effort has been made to keep your job description as complete as possible. However, it in no way states or implies that these are the only duties you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is a logical assignment to the position.

I have carefully read and understood the above job description. I agree to assume the responsibilities of the position.

Employee Signature

Date

Approved By:

Supervisor or HR Manager

Date