

POSITION: HUMAN RESOURCES MANAGER

PAY GRADE: 5

SUMMARY

Scope:

- To assist and support the Chief Financial and Administrative Officer (or her/his designee) with the administration of all aspects of human resources processes.

DUTIES

Essential Functions: *(Essential functions may include, but are not limited to the functions listed below.)*

- Salary and employee monitoring and administration. This includes but is not limited to: entering and monitoring all employee additions, terminations, and changes in the payroll system; maintaining vacation and sick/medical leave records for each employee. This position is the primary contact with the payroll outsourcing agent.
- Manage payroll processing and maintain payroll records. This includes but is not limited to: collecting relevant timesheets; compiling and posting employee time and payroll data; reviewing the web-based timekeeping program; editing entries; reviewing records (including taxes, deductions and all other withholdings) for accuracy; transmitting payroll to outsourcing agent; and verifying and issuing checks.
- Administer benefits programs and associated human resource procedures. This includes but is not limited to: completing, verifying and processing forms and documentation for administration of benefits such as medical insurance, disability/life insurance, Worker's Compensation, retirement fund, COBRA and unemployment; ACA compliance; maintain relationship with benefit vendors; educating employees on personnel policies, benefits, and procedures; request, track, and cause to be received all required background checks, pre-employment drug screens, etc.; conducting new employee orientation, onboarding and off boarding.
- Create, maintain, and update confidential HR records for all staff.
- Maintain Employee Handbook and related employee materials.
- Maintain job descriptions. Post, recruit, screen, and interview for open positions.
- Seek and make use of specialist expertise in relation to HR issues as needed.
- Advise staff on employment and salary issues.
- Ensure all required records are kept current and any statutory returns completed in a timely manner.
- Reconcile monthly bills for the medical, dental, disability/life, flexible spending, COBRA, ACA compliance, and retirement plans.

Other Functions:

- Provide advice and training to staff on relevant procedures.
- Promptly deal with relevant correspondence and maintain an efficient system for all data.
- Participate in any staff review/performance management processes as needed.
- Performs other duties as assigned.

SUPERVISION

The position reports directly to the Chief Financial and Administrative Officer and serves at the YWCA Downtown Office located at 6 North 5th Street, Richmond, VA 23219. This position may or may not supervise up to 2 direct reports.

QUALIFICATIONS

Education:

- Bachelor's Degree Required, PHR certification preferred

Experience:

- Three to five years of HR Generalist experience is required.
- Proficient with use of PC and other office equipment, Microsoft Excel, word processing, and QuickBooks. Familiarity with Kronos is a plus.

Skills:

- Ability to work independently.
- Detail oriented and ability to multi-task.
- Effective oral and written communication skills.
- Demonstrated project management skills.
- Ability to professionally handle confidential information.
- Familiarity with employment law and compliance.
- Ability to monitor organization-wide performance management system.
- Demonstrated ability to handle employee issues with discretion and empathy.
- Successful completion of criminal background and credit checks.
- Must successfully pass a pre-employment illegal drug screening.

Staff demonstrates their understanding of the critical role volunteers play in helping YWCA achieve our mission by providing volunteers the resources and training needed to be successful, offering meaningful experiences, treating them with respect, and clearly communicating needs and impact of their contribution to the work of the organization.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.