

## Job Description

<b>Job title</b>	<i>Human Resources Manager</i>	<b>Position</b>	<i>Full-time</i>
<b>Reports to</b>	<i>Chief Financial Officer</i>		

### Job Summary

The Human Resources Manager is responsible for managing human resources, and some finance related functions. This position is responsible for the day-to-day operations of Human Resources, which includes handling all HR administration, employee relations, recruiting and retention, training and development, benefits, maintaining the Human Resource Information System (HRIS), and compensation. The position works in collaboration with other department heads and team members.

### Human Resources Responsibilities

- Reviews, tracks, and documents compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include HIPAA training, anti-harassment training, professional licensure, and aptitude exams and certifications.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with department managers to understand skills and competencies required for job openings.
- Conducts or acquires background checks and employee eligibility verifications.
- Implements new hire orientation and employee recognition programs.
- Performs routine tasks required to administer and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; health and safety; and training and development.
- Processes semi-monthly payroll and benefits for salary and hourly employees.
- Provide human resource reports to organization leadership and maintain HRIS.
- Handles agreements and payment to independent contractors.
- Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and/or sensitive matters to the appropriate staff.
- Maintains human resource practices and policies and deploy new ones.
- 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 knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Manages HRIS database
- Performs other duties as assigned.

### Finance Responsibilities

- Assist Chief Financial Officer with annual staffing budget preparation & forecasts.
- Prepare and review monthly HR-related financial transactions in QuickBooks.

### Qualifications

#### *Education & Experience:*

- Bachelor's degree in Human Resources, Finance, Business Administration, or related field required.
- At least five years of human resource management experience.
- At least three years working with payroll/HRIS systems; Paycom preferred.
- Experience working with employment attorneys.
- PHR or SHRM-CP certification is a plus.

#### *General Knowledge and Skills:*

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills, attention to detail and ability to prioritize tasks.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

### ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION:

I have received a copy of the Job Description and have read and understand its contents. I also understand that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of this job and may change at any time with or without notice.

_____	_____
Employee Name (Please Print)	Date
_____	_____
Employee Signature	Date
_____	_____
Supervisor's Signature	Date