Human Resources Specialist (accounting experience a plus)

FASS Inc., a local not-for-profit organization, is searching for a well-rounded professional with experience in HR and payroll for a part-time (20-25 hours) HR specialist position with full-time (30+ hours) potential depending on skillset. Accounting skills are a strong plus but not required. This position is responsible for all aspects of HR operations, including administration of benefits, workers' compensation, legal compliance, employee relations, training and onboarding, recruiting, and hiring and retention for an office of under 25 employees.

The qualified individual will have a bachelor’s degree in an appropriate field or demonstrated experience; be PHR or SHRM-CP certified or willing to obtain the certification; have at least two years’ experience in one or more aspects of HR; and have solid computer skills. We are looking for an individual who responds promptly to inquiries and requests and who has both people and project skills. Ability to work with sensitive information and maintain confidentiality is required.

Accounting experience is a plus but not required and would include accounts payable, financial statements, non-profit accounting/accrual-based accounting, account reconciliation. Microsoft Dynamics Great Plains software experience along with advanced Microsoft Excel skills, and great attention to detail.

To apply, email a letter of interest, resume, and salary requirements to fassjobs@assochq.org. No phone calls. EOE.

Basic Function:

Processes paperwork for newly hired employees; administers benefit communication, enrollments, dis-enrollments, and changes; processes compliance paperwork. Ensures compliance and accurate claims administration of worker’s compensation and unemployment compensation. Develops and implements recruiting, on-boarding and retention programs. Develops policies and procedures. Serves as a liaison to both staff and management regarding HR-related questions.

Position Qualifications:

Education and Training

1. Bachelor Degree in Human Resources, Business, or a related field or demonstrated relevant experience.
2. PHR or SHRM-CP certification or ability to obtain within 1 year.

Experience

1. At least two years’ experience in one or more aspects of human resources management.

Knowledge
1. Intermediate knowledge of principles and procedures for benefits and compensation and general HR practices
2. Intermediate knowledge of laws, government regulations, and agency rules
3. Intermediate knowledge of database management
4. Familiarity with time and attendance software/systems
5. Intermediate knowledge of MS Office Suite, including Word, Excel, Access, Outlook, and PowerPoint

Skills

1. Excellent verbal and written communication skills
2. Ability to creatively and effectively solve problems
3. Ability to prioritize tasks effectively
4. Active listening

Abilities

1. Highly organized
2. Extreme attention to detail
3. Ability to learn and process information quickly
4. Maintain highly confidential information

Essential Duties:

HR Management

1. Designs and implements recruitment, staffing, and retention programs for administrative, professional, and management staff
2. Processes new hire paperwork and follows-up with hiring supervisors and employees to ensure accurate and complete records
3. Processes benefit enrollments, dis-enrollments, and other changes in health, life, dental, STD/LTD, vision, flexible spending, and 403 (b) for newly hired, existing or separated employees
4. Reviews benefit invoices; reconciles additions and terminations; and processes payment to ensure accurate coverage for employees
5. Works with third party administrator to complete 5500, SAR, and SPD and any discrimination testing.
6. Handles benefit communication for 403 (b), including, SAR, SPDs
7. Coordinates information for management of worker’s compensation and unemployment compensation claims and audits
8. Coordinates various aspects of performance management developing time frames for reviews, answering questions, and reviewing completed evaluations
9. Continually assesses training needs; assists in developing and designing training programs; evaluates the effectiveness of the training programs
10. Coordinates all staff monthly meetings including content
11. Provides information to keep HR information updated on the FASS home page
12. Assists management in proactively responding to and documenting employee performance issues
13. Fields general questions from employees and management related to personnel data, benefits, progressive discipline, and other HR practices

Other Duties

1. *Processes payroll; completes and submits quarterly IL 990’s; coordinates the distribution of annual W-2’s*
2. *Coordinates company and society property and casualty and director and officer insurance renewals*