

Job Title: Human Resources Manager
Department: Human Resources
Reports To: COO

FLSA Status:
Prepared Date:

Exempt
March 2021

All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

Position Summary:

The Human Resources Manager is responsible for overseeing all aspects of the Human Resources function including payroll and benefits administration for the organization.

Essential Duties and Responsibilities:

- Serves as a liaison to frontline managers for HR Strategies, philosophies, and initiatives within the organization. Offers guidance and counseling to employees and management on the interpretation of Human Resources policies.
- Maintains contemporary knowledge of laws, standards, legislation, and emerging trends that may affect organizational behaviors and practice.
- Dissects organizational issues, changes, or opportunities and proposes creative solutions utilizing HR expertise/perspective.
- Develops training and development plans for staff that are consistent with organization needs and priorities.
- Drives organization performance management. Evaluates and records staff performance and provides day-to-day supervisory support.
- Continually assesses staff and resources.
- Manage the day-to-day talent acquisition and onboarding efforts. Collaborate with business unit leadership to understand staffing needs, job specifications and duties, qualifications and skills needed. Maintain a relationship with growing departments to proactively identify expansion needs in staffing.
- Oversees payroll processing systems to ensure timely and accurate processing of bi-weekly payroll transactions including salaries, benefits, garnishments, taxes, other deductions, and Time Off Accruals. Extensive knowledge of Paylocity or other payroll and HRIS system, including preparation, balancing, internal control, payroll taxes, and report writing.
- Responsible for all benefits programs including periodic evaluation of all vendors, working with broker to negotiate best possible insurance rates, and being main point of contact for questions and concerns.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices including quarterly Payroll Based Journal and annual EEO-1 Report; ensures compliance with federal and state laws and best practices including FMLA and Workers Compensation and OSHA.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing and HRIS software systems, and procedures.
- Oversees timely communication of 501 c 3 eligibility and enrollment.
- Assists with the implementation and administration of programs, procedures, and guidelines.
- Assists with implementation of company safety and health programs.
- Administers disability and worker's compensation claims, responsible for unemployment and compliance issues
- Excellent organizational skills and attention to detail.
- Strong verbal and written communication skills.

Supervisory Responsibilities:

This position manages the Payroll Administrator. Responsibilities include training; planning, assigning, and directing work; appraising performance.

This position also manages the vendor relationships with insurance carriers and brokers.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree and five or more years of experience in Human Resources and benefits administration; or equivalent combination of education and experience required.

Certificates and Licenses:

HR Certification preferred (SPHR, PHR, or SHRM-CP/SCP)

Computer Skills:

Proficient working knowledge of Microsoft Suite, Word, Excel, PowerPoint, and Outlook is required. Experience working with Paylocity or other HRIS is also required.

Language Skills:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak clearly and effectively before groups of customers or employees of organization.

Math Skills:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

Reasoning Ability:

Ability to think logically and apply common sense understanding to carrying out instructions furnished in written, oral, or diagram form. Ability to recognize and deal with problems involving several concrete variables in standardized situations.

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is required to talk, hear, stand, sit and walk.

Environmental Conditions: The work is typically performed in an office, with a moderate noise level.

Stroum Jewish Community Center is an equal opportunity employer to all employees and applicants and does not discriminate against qualified individuals based on their race, color, religion, sex, sex stereotyping, pregnancy (which includes pregnancy, childbirth, and medical conditions related to pregnancy, childbirth, or breastfeeding), gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, sexual orientation, genetic information, or any other status protected by applicable law.