



Title: Human Resources Generalist
Classification: Full-time non-exempt, permanent hourly
Department: Operations
Reports to: VP of Operations
Date revised: June 4, 2021

Objective:

Support our accounting and operations team with passionate and informed skills in human resources management and payroll processing.

Summary:

The Human Resources Generalist supports the daily HR functions including payroll, benefits, hiring, onboarding, performance reviews and company culture. Knowledge of employment law and payroll practices is essential, as is attention to detail and the ability to work to a deadline. As a part of the broader Operations team, this person is a trusted contributor who is capable of observing the overall company and bringing ideas to leadership that may improve overall effectiveness, engagement, or compliance. This role requires an excellent communicator who can point out problems before they arise handle difficult conversations diplomatically, along with the charisma and tenacity to help create a positive culture within the organization.

Essential Functions:

- Coordinate with Accounting to prepare and process payroll, including communicating with employees regarding time cards, paid time off, or other relevant payroll items.
- Work with HR team to execute strategy on staffing, development, and company culture
- Keep up to date with state and local employment regulations; coordinate with outsourced HR to learn and manage requirements for remote employees in other states.
- Participate in developing organizational guidelines and procedures.
- Perform orientations and update records of new staff in HRIS.
- Manage the organization's employee database and prepare reports.
- Produce and submit reports on general HR activity.
- Assist with budget monitoring and payroll.
- Keep up-to-date with the latest HR trends and best practices.

Required Knowledge, Skills, and Abilities:

- Efficient HR administration and people management skills.
- Excellent record-keeping skills.
- Fantastic knowledge of HR functions and best practices.
- Excellent written and verbal communication skills.



- Works comfortably under pressure and meets tight deadlines.
- Superb computer literacy with capability in email, MS Office and related HR software.
- Remarkable organizational and conflict management skills.
- Strong decision-making and problem-solving skills.
- Meticulous attention to detail. Professional communication skills, reads and replies to emails in a timely manner, speaks clearly and effectively

Education and Experience:

Bachelors Degree required

2 years' experience in a human resources or accounting support position preferred

Compensation and Benefits:

- Salary DOE
- Medical Vision Dental, 401k with 25% employer match
- Company lunches, snacks, team-building events
- Company holidays (including employee's birthday) and accrued PTO

