

Human Resources/Accounting Assistant Duties & Responsibilities

Experience:

Prefer a minimum of 2 years Human Resources, Payroll and/or Accounting experience

Job Skills:

Proficient in Excel, Word and the ability to learn HRMS system
Experience in administering benefits
Familiarity with Employment Law, COBRA, HIPAA, Workers' Compensation
Demonstrate the ability to handle many tasks and functions concurrently
The ability to apply and adapt practices and techniques to the special requirements of Senior Management
Maintain and improve Company procedures and organizational systems

Personal Skills:

Can be depended on to complete work in a timely, accurate and thorough manner and is conscientious about assignments, communicates effectively both verbally and in writing with superiors, colleagues, and individuals inside and outside the company, ability to analyze data and present information to top management, detail oriented

Education:

Prefer Bachelors Degree in Human Resources or equivalent experience, Professional in Human Resources (PHR) certification

Career Path:

This position may encompass several paths. Depending on the person's personal emphasis, this position can lead to several different careers. Here are some of the examples:

- Human Resources Manager
- Human Resources Director

Responsibilities:

- Develops, recommends, implements personnel policies and procedures
- Prepares and maintains handbook on policies and procedures
- Performs benefits administration
- Conducts recruitment effort for employees
- Conducts new employee orientations
- Writes and places advertisements
- Administers employee relations counseling
- Conducts exit interviews
- Prepares biweekly payroll and processes expense reports
- Writes/rewrites job descriptions as necessary
- Establishes and maintains department records and reports
- Maintains knowledge of Federal and State employment legislation and compliance
- Provides public information such as verifying employment
- Monitors unemployment claims and appeals

This organization believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.