



HUMAN RESOURCES ASSOCIATE

POSITION SUMMARY

Provides administrative support to the Human Resources Director on all personnel matters and manages benefits and payroll processing.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

SKILLS & ABILITIES

- Performs customer service functions by answering employee requests and questions
- Send out on-boarding package to new employees
- Ensures that on-boarding package are return timely and all paperwork is accurate and in order
- Follows up on new employees fingerprinting
- Conducts benefits enrollment for new employees
- Assists employees with completion of benefit enrollment and/or claim forms, contacts insurance representatives as needed to assist with disputed employee benefit claims
- Coordinate and administers employee benefit plans including health coverage, dental, vision, life, and Long Term Disability Insurance
- monthly insurance billings
- Organize and reviews new employee files
- Sets up and maintains personnel and other departmental files.
- Manage payroll – Verifies that all time sheets are approved, enter all adjustments in payroll – Process payroll bi-monthly and monthly payroll
- Responds to routine requests for HR information such as verification of employment, unemployment agency requests and requests for data (Surveys)
- Verifies I-9 documentation and follow up on Expiration dates of Visa and/or work permits
- Keeps track of employees time off requests and runs absence reports for Administrators
- Performs miscellaneous clerical functions
- Assists in grievance investigations
- Assists with and prepares correspondence
- Works with HR Director to update Employee Handbooks annually
- Handles shredding of confidential papers through account with Time Shred Services
- Prepares and put together gift bags for end of year Seniority Recognition
- Maintains Human Resources Web Pages

- Ability to model professionalism, ethical leadership, and adherence to FASNY rules and policies
- Ability to maintain confidentiality and apply sound judgement around when information can and cannot be shared with those with a “need to know”.
- Organizational skills, ability to effectively manage multiple tasks as well as the flexibility to meet job requirements beyond the school day and the school year.
- Interpersonal skills, patience, good humor, tact, discretion, and diplomacy in dealing with sensitive circumstances, ability to maintain collegial relations with colleagues.
- Excellent verbal and written communication skills, ability to communicate complex information in a clear manner.

EDUCATION

- BA/BS or equivalent in a business administration, HR or related field
- Minimum three years of progressively complex human resource management experience
- IT skills: general digital literacy, intermediate or advance MS Office Suite, database skills as appropriate to job duties. Knowledge of Paycom a plus.
- Intercultural competency, skill in communicating respectfully across cultures, ability to support an inclusive, org-wide workplace climate to ensure that all employees feel valued, respected, and able to contribute their best work in support of the School’s mission
- Experience practicing HR in an educational setting preferred
- Knowledge of French a plus

Please apply online with your resume, salary expectations, and a thoughtful cover letter explaining why your experience is appropriate for this position to:

hr@fasny.org