

Job Title: Human Resources Manager
Reports To: VP of Operations
Classification: Exempt

Job Summary

The Human Resources Manager is responsible for developing and maintaining HR policies, preparing payroll, benefit administration and directing/coordinating human resources activities.

Essential Responsibilities

- ✓ Employee benefit administration including 401k, healthcare, insurance, parking and other firm benefit programs
- ✓ Payroll administration and processing, including working with the Controller and Accounting department during payroll audits
- ✓ New hire setup; oversee onboarding and exit procedures for employees
- ✓ Oversee and maintain firm licensing with each state
- ✓ Oversee and administer the continuing education (CE) platform
- ✓ Keep records of benefits plans participation such as insurance and 401k plan; personnel transactions such as hires, promotions, transfers, performance reviews and terminations; and employee statistics for government reporting.
- ✓ Develop relationships and be the liaison between benefit and other key HR vendors
- ✓ Advise on company policy regarding equal employment opportunities, compensation and employee benefits
- ✓ Oversee performance review process
- ✓ Analyze, maintain, and communicate records required by law or other departments in the organization
- ✓ Identify legal requirements and government reporting regulations affecting HR functions and ensure policies, procedures and reporting are in compliance with federal and state law
- ✓ Oversee recruiting and selection process to fill vacant positions
- ✓ Advise management in appropriate resolution of employee relations issues
- ✓ Respond to inquiries regarding policies, procedures and programs
- ✓ Use the agency management system as it pertains to personnel and other HR functions
- ✓ Performs other duties, special assignments, and projects as assigned

Position Qualifications

- Bachelor's degree in Human Resources Management or related program.
- PHR or SHRM-CP a plus
- Payroll and benefit experience preferred
- Proficiency in Excel and other Microsoft Office programs
- Ability to handle confidential and sensitive information
- Ability to exercise initiative and sound judgment
- Ability to analyze and explain firm benefits to management and employees
- High-level organization skills