

Highland Rim Economic Corporation

Title: HR Coordinator	Reports To: Director of Finance
Status: Exempt	Department: Admin
Skill Level:	Pay Grade:
Location of Work:	

Description:

The Human Resource Coordinator provides assistance with and facilitates the human resource processes at all business locations. This role administers employee health and welfare plans and acts as liaison between employees and insurance providers. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The human resource coordinator ensures plans are administered in accordance with federal and state regulations and that plan provisions are followed. This role provides administrative support to the human resource function as needed, including record-keeping, file maintenance. Job performance is evaluated by the Director of Finance through review of the accuracy and thoroughness of employee files and coordination of HR. Job activities are also subject to state audit, independent auditors and contract/program monitor audits.

Responsibilities:

- Administers health and welfare plans, including enrollments, changes and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
- Performs customer service functions by answering employee requests and questions.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files. Submits online investigation requests and assists with new-employee background checks.
- Reconciles benefits statements.
- Conducts audits of payroll, benefits or other HR programs and recommends corrective action.
- Assists with processing of terminations.
- Assists with the preparation of the performance review process.
- Assists with recruitment and interview process.
- Schedules meetings, interviews, and new staff orientation as requested by the Director of Finance.
- Makes photocopies; mails, scans and emails documents; and performs other clerical functions.
- Files documents into appropriate employee files.
- Assists or prepares correspondence as requested.
- Processes all paperwork required for new employees and maintains all employee personnel files.
- Maintains permanent company business files and reports.
- Serves as a backup to Director of Finance and/or Bookkeeper in their absence.
- Provides staff training and ensures staff are meeting training requirements.
- Manages Family Medical Leave and Worker's Compensation claims.
- *Performs other duties as assigned to meet the needs of the organization*

Qualifications/Requirements:

Highland Rim Economic Corporation

- Graduation from an accredited four-year college or university with a B.A. (B.S.) Degree in Human Resource or business-related field
- minimum of two years' experience working in an administrative setting
- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.
- The incumbent is subject to a pre-employment and random drug and alcohol screening.
- Bilingual (English/Spanish) preferred.

Knowledge and Skills:

- Extensive knowledge of federal and state regulations pertaining to HR auditing and disclosure requirements.
- Thorough knowledge of acceptable payroll processes and procedures including documentation of time, required paperwork and documentation of employees, reporting requirements, etc.
- Thorough knowledge of personnel policies and procedures.
- Thorough knowledge of the federal and state regulations pertaining to taxable and non-taxable income, contractor requirements, etc.
- Ability to work with detailed and complex information in an accurate, thorough and organized manner.
- Ability to organize personal activities to meet all established deadlines and reporting requirements.
- Ability to adhere to established organizational policies and procedures pertaining to Human Resource operations.
- Ability to organize work related files and documentation in an organized and accessible manner.
- Ability to maintain organizational standards of integrity while performing work related activities.
- Ability to interact with co-workers, vendors, service providers, contractors, etc. in a courteous, professional and considerate manner.
- Skill in the use of computer hardware components including processing units, keyboards, disk drives, etc.
- Considerable knowledge of computer database applications including spreadsheet applications, database management, word processing and proprietary software applications utilized by the agency.
- Considerable knowledge of acceptable payroll processes and transactions including the documentation of time, required paperwork, reporting requirements, etc.
- Considerable knowledge of federal and state regulations pertaining to Human Resource auditing and disclosure requirements.
- Extensive knowledge of standard accounting practices and procedures (GAAP & GASB) pertaining to accounts payable, accounts receivable, payroll, internal controls, cost accounting and financial analysis.
- Knowledge of the programs and services offered by the agency including Head Start, CSBG, LIHEAP, Weatherization, Commodities, EF&S, etc.

Highland Rim Economic Corporation

- Knowledge of state regulations, grant stipulations, and reporting requirements pertaining to agency managed programs and initiatives.

Physical Requirements:

Work is conducted in normal office environment. Extensive phone use. Extensive use of video terminal and keyboarding. In normal work day, may stand/walk three hours a day, may sit five hours a day, may drive three hours a week, may use hands for repetitive grasping, pushing and pulling, typing and fine manipulation four hours a day, may use hands at or above shoulder level for one hour a day. In normal workday, may bend, squat, and /or climb frequently. Incumbent is required to regularly lift and move up to (50) fifty pounds. Local travel required as well as occasional out of town travel. May require walking or standing to a significant degree, or sitting most of the time with a degree of pushing and pulling of arm and or leg controls. Travel up to 25-50%.

The required physical demands described above are not all inclusive in describing the demands that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be all-inclusive; employees may perform other related duties as negotiated to meet the need of the organizations.

Signature: _____ Date: _____