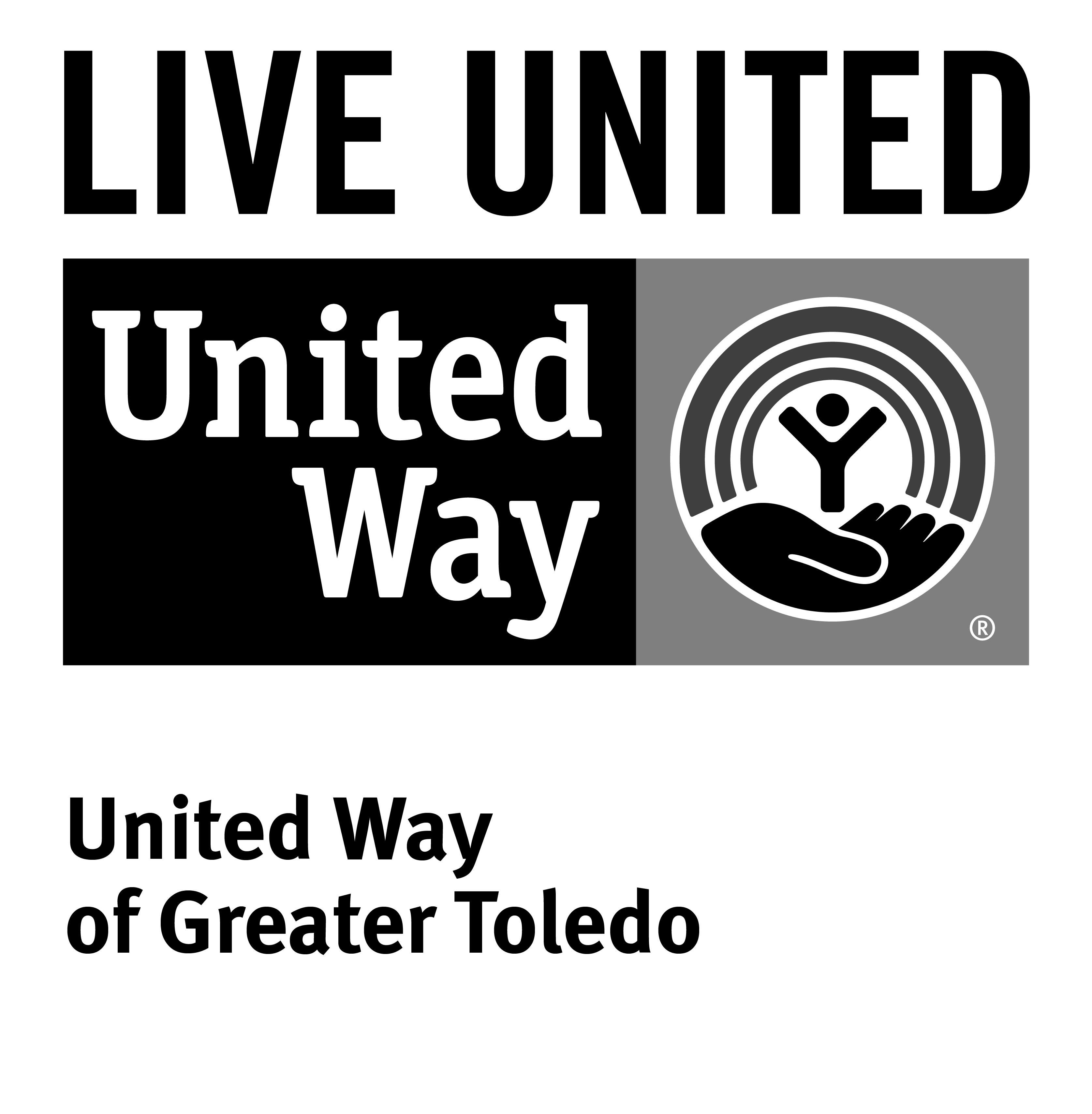
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**Position Opening Announcement**

**Job Title:** HumanResource Assistant

**Department**: Human Resources

**Reports To:**  Director, Human Resources

**FLSA Job Status:** Part-Time (30 hours per week) – Non-Exempt

***Qualified candidates should submit a cover letter with salary requirements along with a resume to karri.anthony@unitedwaytoledo.org.***

**STATEMENT OF THE JOB:**

Assists department in carrying out various human resources policies and procedures for all employees. Compiles and processes bi-weekly payroll.

**ESSENTIAL FUNCTIONS:**

**HRIS & Payroll**

* Maintains Human Resource Information System records and compiles reports from database as needed.
* Process bi-weekly payroll for 70 plus employees and AmeriCorps members.
* Audits and verifies electronic timesheets including supervisor approval.
* Enter and review payroll changes for taxes, direct deposit, pay rates and benefit deductions.
* Responsible for maintenance of all pay records including benefit data.
* Answer questions from employees and supervisors regarding payroll matters.
* Resolves payroll discrepancies.
* Monitor and process time off request via HRIS and spreadsheet.
* Updates HR spreadsheet and HRIS with employee change requests and processes paperwork.

**Recruitment**

* Notify applicants of receipt of resume.
* Maintains Applicant Log.
* Assists with the interview process by scheduling interviews.
* Assists with phone interviews.

**On-Boarding**

* Processes new employee background checks and/or credit checks.
* Verifies and maintains I-9 documentation.
* Create & update benefit packet.
* Create & update orientation packet.

**ADDITIONAL RESPONSIBILITIES:**

* Assists in the performance evaluation process.
* Process payroll withholding such as garnishments and liens as necessary.
* Processes invoices for payment.
* Prepare and maintain employee files, assuring accuracy, compliance and confidentially. i.e : unemployment claims, verifications, I9 status and State regulations.
* Files papers and documents.
* Answer policy, procedure and payroll questions from employees and managers, and escalate to Director, Human Resources, as needed.
* Other duties as assigned.

**QUALIFICATIONS AND EXPERIENCE:**

* Associates degree in human resources or related field with a minimum of three (3) years human resources experience, or
* Bachelor’s degree in human resources or related field with a minimum of one (1) year human resources experience.
* One (1) year payroll experience.

**KNOWLEDGE / SKILLS / ABILITIES:**

* Working knowledge of federal, state and local employment laws and regulations.
* Demonstrated strong interpersonal skills.
* Demonstrated relationship building skills.
* Demonstrated excellence in verbal and written communication.
* Proficient in MS Office, Word, Excel, Access, PowerPoint, and internet related programs.
* Attention to accuracy and detail.
* Ability to maintain strict confidentiality.
* Ability to prioritize and organize workload.
* Ability to work with limited supervision and to make appropriate decisions.
* Work appropriately and enthusiastically with others and responds appropriately in interpersonal situations.