



Job Description: HR Administrator

One of the Firm's most important assets – its people - are served by the HR Administrator. The HR Administrator works within the Administrative Group of the Firm to maintain records, process new hires and exiting employees, administer benefits, and perform other related activities. The HR Administrator reports to the Director of Firm Administration.

Experience/Knowledge Requirements:

- Three to five years' experience in a similar HR Administrator role
- Experience in administering group insurance and other employee benefits
- Experience in electronic payroll processing
- Skilled in software use: Microsoft Office 365, Word, Excel, Powerpoint, SAGE 100 or similar payroll processing software

The ideal candidate will possess these skills:

- Trustworthiness and ability to maintain confidentiality
- Ability to build working relationships and contribute to team success
- Ability to work autonomously, review, and self-check work
- Dependability
- Organized, detailed and accuracy-oriented
- Strong interpersonal skills – friendly, helpful, tactful
- Clear and accurate communication skills – written and verbal
- Ability to prioritize work and handle multiple HR tasks in a timely manner
- Ability to follow instructions and respond to management direction

Key Functions & Responsibilities:

The responsibilities outlined below are not intended to be a complete and exhaustive list. The scope and functions of this position are outlined in the broad areas listed below, but many more detailed tasks fall under each area which are not listed here. These functions and responsibilities may be amended from time to time by management as circumstances warrant.

- Benefits Administration

Administer group insurance policies, cafeteria plan, and other benefits, adding and removing employees or family members as needed. Assist employees with insurance questions or issues. Check and verify monthly insurance billings for payment. Work with insurance agency (TIS) to carry out open enrollment season annually.

- Recordkeeping

Maintains and updates electronic personnel records in current HR files and databases, including various spreadsheets and employee lists. Also includes processing CPA exam reimbursements and updating employee name or address changes. Maintains signed employee contracts. Maintains evaluation records and assists officers or managers with evaluation process if requested.

Responsible for keeping records of employee CPA licenses, renewals, and documenting other public accounting licenses and certifications. Maintains Continuing Professional Education (CPE) records for each employee and tracks hours to be sure annually required CPE is met by each person.

- Onboarding

Processes orientation and onboarding for new hires, including background checks, benefits enrollments, employment contract, and coordinates with payroll and IT for set-up. Trains new hires on policies and procedures.

- Promotion

Coordinates with management to announce promotions. Coordinates pay changes with payroll person. Updates personnel records, lists, etc. to reflect promotions.

- Separation

Processes separation procedures for employees who are leaving, including removal from benefits, updating employee records and lists, doing exit interview and other items as required.

Other Duties

- Conferring with legal counsel from time to time on personnel matters if requested by management
- Gathering data and doing research or prepare reports as requested by management
- Administering FMLA paperwork and recordkeeping
- Receiving injury reports and carrying out Workers Comp insurance requirements
- Complying with government or other reporting as required, such as Medicare Data Match, U.S. Census, OSHA
- Being cross-trained to give back-up support for other administrative roles in the Firm
- Assisting with various other duties or projects that may be assigned from time to time