

Job Description

Job Title: Senior Human Resources Representative
Department: Human Resources
Reports To: Human Resources Director
FLSA Status: Exempt
Effective Date: 06/07/13

JOB SUMMARY

The Senior Human Resources Representative must be self-starting, articulate and responsive, able to demonstrate a sense of urgency and teamwork coupled with initiative. Measurements of success will be the ability to contribute meaningful HR ideas and solutions, the timely implementation of programs, ongoing HR management and the completion of day to day tasks. This individual shall take ownership of making changes that will support growth and the desired culture, and shall be sensitive to the business practicalities of a small professional services firm.

Under general direction, administers policies and procedures relating to all phases of human resources activities including: employee relations issues, recordkeeping/compliance, employment (new hires and terminations), compensation, benefits, corporate training, and leaves of absence, workers compensation claims and special projects as assigned. This position is responsible for all aspects of the payroll function.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Incumbent must have the skills, ability and judgment to perform the following essential job duties and responsibilities with or without reasonable accommodation:

- Lead all payroll functions and employee changes.
- Audits payroll data input/output.
- Ensures weekly and bi-weekly transfer of payroll data to payroll vendor (Paychex).
- Handles processing of manual checks for corrections, terminations, bonus payments, etc.
- Oversees maintenance of payroll records and system.
- Evaluates, develops and implements changes within payroll policies and procedures to maintain accuracy and efficiency.
- Responds to escalated inquiries regarding payroll policies, procedures and programs.
- Maintains all employee information on the HRIS system (Paychex HRO, TLO and Preview) and creates reports as required to meet management's needs.
- Provides research and assistance in the development of employment related forms and procedures.
- Completes Federal and State required documents and ensures all postings are up to date.
- Back-up to Human Resources Assistant who operates as first point of contact for all facets of company sponsored benefit programs. Ability to explain differences between the company's benefits plans and enrolls eligible employees in these plans/programs. Compiles and maintains records for all benefit administration, employee transactions including hires, promotions, transfers, performance reviews, terminations, employee statistics for government reporting, PTO, leaves of absence. Prepares all related documents/correspondence.
- Manages the leaves of absence process and prepares all related documents/correspondence.
- Assists Human Resources Director with the annual salary administration program.
- Prepares employee separation and other sensitive documentation.
- Coordinates Workers Compensation claims as a liaison between employee, healthcare provider and carrier. Conducts accident investigations and prepares reports for the insurance carrier and safety committee.
- Participates in Human Resources projects including their research, writing, design and administration.
- Provide support and guidance to managers and employees on the full range of HR policies and practices, including performance management and disciplinary process.
- Perform prompt, comprehensive and fair investigations. Prepare accurate written reports of investigations.

- Participates in employee relations issues (terminations, performance & leave issues).
- Review / Update Employee Handbook to reflect current workplace policies and procedures
- Leads all HR audits, including non-discrimination testing
- Stream line and document Human Resource practices, and procedures.
- Ensures that all employee HR and Benefits files are properly prepared and maintained.
- Use efficient and cost effective approaches to integrate technology into the HR function to improve HR processes.

ESSENTIAL JOB REQUIREMENTS

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma required. Bachelor's degree from a four-year college or university in a related field preferred.
- PHR and/or SPHR preferred.
- Minimum five years of Human Resources generalist experience.
- Solid working knowledge in processing payroll. Experience with Paychex HRO, TLO and Preview preferred.
- Solid knowledge and experience in employment law, compensation & benefits administration, leaves of absence, employee relations, workers compensation claims handling, relevant local, state and federal payroll and tax guidelines.
- Persuasive, clear and concise oral, presentation and written communication skills.
- Must demonstrate accuracy and thoroughness in work product.
- Excellent computer skills in a Microsoft Windows environment. Must have thorough knowledge of Word, Excel, PowerPoint, Outlook, database management, and recordkeeping.
- Ability to create reports as required, using the report writing tools available or creating custom documents.
- Exceptional interpersonal skills to effectively interface with all organizational levels.
- Strong conceptual, analytical, research, problem solving and presentation abilities.
- Able to deal with shifting priorities and meeting deadlines on a daily basis. Excellent time management skills and ability to work under pressure.
- Ability to effectively present information.
- Ability to learn quickly and apply skills immediately.
- Must be flexible, adaptable, and positive. Exhibit passion and energy for ensuring that all employees are respected and treated in a manner consistent with Athens Values.

This description portrays in general terms the type and levels of work performed and is not intended to be all-inclusive or represent specific duties of any one incumbent. The knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training.