

## HUMAN RESOURCES GENERALIST

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**Job Title:** Human Resources Generalist

**Salary Type:** Exempt

**Reports to:** Sr. Director of Human Resources

**Effective:** July 2022

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### **PRINCIPAL OBJECTIVE:**

This full-time position is responsible for managing the payroll system and supporting the HR Director with all human resource initiatives such as recruiting efforts, on-boarding, and employee relations.

### **CORE RESPONSIBILITIES:**

- Oversees the organizational payroll system processing biweekly payroll, summarizing results and providing reporting to Finance.
- Serves as the liaison between the payroll/benefits vendor and HQ staff, ensuring both parties have the necessary information for seamless and smooth coverage.
- Proactively communicates benefits plan changes and partners with vendor to address employee questions and concerns.
- Supports the annual audit and tax preparation with any payroll related reporting needs.
- Responsible for coordination of online time and attendance system, including entry, audit, bi-weekly processing, maintenance and reporting. Summarizing and analyzing time reporting allocation of senior staff for board review in determining organizational needs and priorities.
- Serves as the liaison between the vendor and staff for the online time and attendance system and HRIS, ensuring both parties have the necessary information. Subject matter expert for organization's HRIS and time and attendance system.
- Responsible for on-boarding, off-boarding, and status changes in the HRIS system.
- Assists with orientation process for new hires, including distribution and collection of new hire documents, completion of I9 documents, and scheduling on-boarding meetings.
- Partners with the HR Director on employee relations issues, ensuring fair and consistent application of policies and practices.
- Advises leaders and supervisors about the steps in the progressive disciplinary process and counsels leaders on employment issues.
- Responsible for aspects of recruiting process, such as posting positions, interviewing, scheduling, and candidate outreach.
- Assists in the administration of the benefit plan and serves as first point of contact for employees.
- Administers human resources policies and employee guidelines in accordance with local and federal laws. Assists in annually reviewing and making modifications as needed.
- Assists in maintaining updated job descriptions for all staff and volunteer positions.
- Manages and maintains all HR records ensuring confidentiality and retention rules are followed.
- Assists in the completion of unemployment, workers compensation and tax form requests
- Assists IT Director in the set-up of new hires' hardware and equipment.
- Other duties as assigned.

### **HEADQUARTERS STAFF COMMITMENTS**

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to a positive volunteer experience and serving the volunteer.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.

**QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:**

Bachelor's degree in Business or related field with three – five years of human resources experience or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities. Experience with a payroll software system is a plus.

A qualified candidate will have strong skills as a communicator and understand the importance of maintaining confidentiality.

**ADDITIONAL INFORMATION:**

Minimal travel required

**Pi Beta Phi's mission, vision, core values and statements on philanthropic service, leadership and our Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](http://pibetaphi.org/about).**