

FEEDING AMERICA, KENTUCKY'S HEARTLAND
JOB DESCRIPTION
HUMAN RESOURCES GENERALIST

POSITION SUMMARY: The Human Resources Generalist supports all HR-related activities and functions and provides front-line customer service in the areas of recruitment, compensation and benefits, employee relations, and risk management. They are responsible for HRIS management, payroll and benefits administration, and understanding and upholding all relevant employment laws, and organizational policies and procedures.

Under the guidance of the Director of Finance & Administration, the Generalist helps to implement and lead Human Resources practices and objectives that provide an employee-oriented, high-performance culture that emphasizes professionalism, commitment to customer service, high ethical standards, and the recruitment and ongoing training and development of a superior workforce.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Establish and maintain positive working relationships with all FAKH staff; demonstrate extreme discretion and confidentiality regarding personal information and personnel issues.
- Explain personnel policies and procedures to employees and new hires.
- Assists in recruitment for all open positions, including posting and advertising, application/resume collection, background checks, and scheduling new hire testing.
- Responsible for onboarding new employees, including new hire orientation; assisting new hires with completion of employee files within the HRIS system.
- Assist MANN Consultant Services as needed with required CDL Driver information/reporting requests.
- Assist with the employee performance evaluation process.
- Develop, schedule and facilitate training.
- Lead and recruit for the Employee Engagement Committee; schedule meetings and events.
- Responsible for processing biweekly payroll. Will ensure accuracy of employee timecards, entry of new hires and terminations, benefits and deduction changes within HRIS system. Upon completion of submission, run final payroll reports for pay period.
- Responsible for payroll and benefits entry into accounting software.
- Collaborate with staff supervisors and HRIS vendor to troubleshoot payroll issues.
- Maintain working knowledge of federal and state employment laws, wage and hour laws, as well as current human resources best practices; raise compliance issues related to policies and procedures, as necessary.
- Regularly audit payroll registers to ensure that benefit elections are accurately reflected in pay deductions.
- Reconciles monthly invoices with enrollments, changes, terminations, and conversion to COBRA.
- In collaboration with the Director of Finance & Administration and benefits broker, assist with administration of employee benefit plans including enrollment, change reporting, invoice review and employee communication.
- Conduct annual open enrollment and process QLE special enrollments by reviewing/approving elections and coordinating carrier processing with benefits broker.
- Serve as liaison between employees and service providers; assist staff by explaining offerings, answering questions, connecting them with resources and troubleshooting issues with copayments and other billing.
- Maintain documentation in HRIS for all personnel activities: recruitment, hiring, training, performance evaluation, benefit enrollment, payroll, time off accrual, leave of absence, and termination.
- Prepare employee separation information; conduct exit interviews.
- Manage leaves of absence including preparing information, meetings with employees, answering questions, filing, and resolving disability claims. Updates payroll/benefits information in the HRIS system. Refer employees to steps outlined in the employee handbook.
- Responds to and processes unemployment claims, employment verifications, garnishments, levies, and workers' compensation claims. Serves as liaison between employees and workers' compensation adjuster.
- Ensure the accuracy and integrity of employee data in HRIS; retain records in line with company record retention requirements; perform periodic audits.
- Represent the Food Bank in a professional manner at all assigned meetings or career fairs etc.

- Maintain and update human resources documents, such as organizational charts, employee handbooks or directories, or company forms.
- Perform other duties as assigned.

QUALIFICATIONS:

- Associate's degree in business or human resources administration and two years' work experience in an HR role, or equivalent experience required.
- Demonstrated experience with cloud-based HRIS system. Must have the ability to quickly learn and achieve fluency with Paylocity.
- Experience working with accounting software.
- Must have excellent organization, time-management, and task-management skills; able to manage competing priorities and remain agile in a constantly changing, deadline-driven environment.
- Superb judgment; ability to handle confidential information with great sensitivity.
- Self-directed; able to take initiative and work effectively both independently and within a team.
- Impeccable attention to detail; able to maintain precision in work product despite constant interruptions.
- Proficient in MS Office Suite (Word, Outlook, Excel).
- Intermediate to advanced public speaking skills, experience facilitating group meetings and training.
- Working knowledge of current federal and state laws and regulations pertaining to HR functions.
- Ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities.
- Valid Kentucky Driver's License and insurable driving record.

PHYSICAL REQUIREMENTS: This work is in an office environment. Physical activities necessary in the performance of this position include prolonged sitting at a computer workstation, ability to move throughout the facility in performance of duties, and ability to bend, lift and carry up to 30 lbs. on occasion.

Work Schedule: Monday – Friday, 8am – 4:30pm

FLSA Status: Non-Exempt, Full-Time

Supervisor: Director of Finance & Administration

NOTE: To apply for this position, please submit resume/salary requirements to KDile@feedingamericaky.org – No phone calls please.