



JOB TITLE: HUMAN RESOURCES ASSISTANT
FLSA STATUS: Non-Exempt
SALARY RANGE: \$13.00 - \$17.00 hourly
STATUS: Full time
REPORTS TO: Human Resources Manager

PRIMARY PURPOSE OF JOB

The Human Resources Assistant is responsible for performing administrative functions in the Human Resources department which may be related to employee benefits, recruiting, employee relations, leave administration, payroll, workers' compensation, performance management, organizational development and regulatory compliance. This position provides administrative support to the Human Resources Manager.

This description may not include all of the duties, knowledge, skills, or abilities associated with this position.

ESSENTIAL FUNCTIONS AND PERFORMANCE AREAS

General Duties and Responsibilities

- Accurately maintains all human resources files (paper and electronic files).
- Accurately enters data into Excel documents, payroll system, Abilities First website, benefit enrollment system, recruitment websites, and other systems.
- Processes incoming and outgoing correspondence.
- Assist in preparation of regularly scheduled reports and other data (month end, quarterly, annual).
- Exercises discretion to ensure effective office procedures are in place and workflows are efficient.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Assists with annual benefit open enrollment and benefit enrollment for new hires.
- Prepares and posts job openings on appropriate sites and monitors applicants, submits qualified applicants to program director, maintains employment applications and resumes, and maintains the hiring matrix.
- Conducts or assists with new hire orientation
- Accurately communicates and answers questions related to policies and procedures.
- Maintains training records for all employees
- Maintains and reviews payroll processing system to ensure timely and accurate processing of payroll transactions including salaries, benefits, retirement contributions, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, and terminations.
- Prepares and maintains accurate records and reports of payroll transactions.
- Facilitates audits by providing records and documentation to the Human Resources Manager.
- Maintains report that ensures that performance appraisals are completed for each employee.
- Maintains report that reflects that background checks are run annually for all employees.

- Exercises independent judgement in handling matters and tasks not requiring the HR Manager's attention and within the parameters of established procedures.
- Balances benefit billing monthly, providing discrepancies to HR Manager.
- Actively participate in staff meetings and perform any other necessary activities related to these meetings.
- Demonstrates a high level of customer service to internal and external clients.
- Must be able to pass a background screening.
- Must have a valid Missouri driver's license, reliable transportation, an acceptable driving record, and auto liability insurance that meet the requirements set by Abilities First.
- Must be able to drive for work-related assignments.
- Must have either a reliable broadband internet service provider or hard-wired (no cell/satellite) high speed internet with internet speed at no less than 25 mbps in order to work remotely.
- Perform other related work as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding the confidential nature of HR issues, data and information.
- Proficient knowledge of Microsoft Office including Word, Excel, and Outlook.
- Strong attention to detail and ability to minimize errors in work.
- Strong verbal and written communication skills.
- Effective project management skills and the ability to successfully manage multiples projects simultaneously.
- Basic human resources technical knowledge in all functional areas of HR.
- Ability to apply general office skills to work-related duties.
- Proficient with or the ability to quickly learn payroll management, human resource information system (HRIS), and similar computer applications.
- Ability to exercise discretion and independent judgement within established parameters.
- Ability to work independently and utilize strong time management and planning skills to meet position deadlines.
- Works well in a team environment.
- Ability to complete daily tasks with minimal supervision or oversight.
- Ability to establish and maintain effective working relationships with other employees.
- Ability to identify potential abuse and neglect situations and follow protocol according to all applicable regulatory requirements

CORE COMPETENCIES

- Adaptability – Maintaining effectiveness when experiencing major changes in work responsibilities or environment; adjusting effectively to work within new work structures, processes, requirements, or cultures.
- Continuous Improvement – Originating action to improve existing conditions and processes; identifying improvements opportunities, generating ideas, and implementing solutions.
- Contributing to Team Success – Actively participating as a member of a team to move the team toward the completion of goals.
- Decision Making – Identifying and understanding issues, problems, and opportunities; comparing data

from different sources to draw conclusions; using effective approaches for choosing a course of action or developing appropriate solutions; taking action that is consistent with available facts, constraints, and probable consequences.

- Engagement Readiness – Demonstrating a willingness to commit to one’s work and to invest one’s time, talent and best efforts in accomplishing organizational goals.
- Planning and Organizing – Establishing courses of action for self to ensure that work is completed effectively.
- Quality Orientation – Accomplishing tasks by considering all areas involved, no matter how small; showing concern for all aspects of the job; accurately checking processes and tasks; being watchful over a period of time.
- Technical/Professional Knowledge and Skills – Having achieved a satisfactory level of technical and professional skill or knowledge in position-related area; keeping up with current developments and trends in area of expertise.

EDUCATION, TRAINING AND EXPERIENCE REQUIREMENTS

- High School Diploma or GED required.
- Associate Degree or 2 years applicable experience preferred.
- Previous human resources administrative experience preferred.
- Prior work experience with computers required.
- Proficiency using Microsoft Office Suite (Outlook, Word, Excel) is required.
- Prior payroll system experience is preferred.

PHYSICAL CONTEXT AND WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential job duties

Physical Requirements	Percentage of Work Time Spent on Activity			
	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to see to read documents/reports and focus on computer for an extended period.				X
Hearing: Must be able to hear well enough to communicate with coworkers and general public.				X
Sitting: Must be able to sit for long periods of time.				X
Standing/Walking: Must be able to move about the work area.	X			
Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up items off the floor and filing in a bottom drawer file cabinet.	X			
Lifting/Pulling/Pushing: Must be able to lift 20 pounds with or without reasonable assistance.	X			
Driving: Must be able to drive locally for work-related assignments.	X			
Grasping/Feeling: Must be able to type, handle documents, and use equipment and electronic devices.				X

- The work environment is usually a well-lighted, environmentally controlled indoor environment with moderate level of noise.
- Works in an office environment with the option for some remote work
- Abilities First offers a flexible schedule and relaxed environment

The statements herein are intended to describe the general nature and level of work being performed but are not to be seen as a complete list of responsibilities, duties, and skills required of personnel so classified. Also, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Employee Signature

Date