



## **Human Resources Administrator**

### **Job Description**

**Job Title:** Human Resources Administrator

**Department:** Human Resources

**Reports To:** Manager and/or Director of Human Resources

**Prepared Date:** 8/31/18

#### **SUMMARY:**

Provide administration work, as needed, in all areas of the Human Resources department.

#### **JOB RESPONSIBILITIES:**

- Create and maintain all hard-copy personnel records.
- Maintain Human Resources records in Kronos – our online Human Resources and Payroll system, including but not limited to personnel records and health insurance data to ensure compliance with the Affordable Care Act.
- Manage time-off accruals, balances and requests, and provide weekly time-off reports to management.
- Maintain payroll records in Kronos, including employee compensation, bonuses, vacation pay, deductions, direct deposits, tax withholding data, and pre-tax Health Savings Account deposits.
- Offer medical and dental benefits to eligible employees, process health insurance applications and ensure we maintain signed waivers for all employees who decline coverage.
- Enter health insurance data in Kronos, including pre-tax payroll deductions for employees' share of premiums and the data required for Kronos to create a 1095-C for each employee to ensure compliance with the Affordable Care Act.
- Maintain records of employees receiving health insurance in COBRA Guard—our online COBRA management system—to ensure compliance with legal requirements.
- Perform data audits to ensure the integrity and accuracy of the Kronos database.
- Provide a wide variety of database reports as needed.
- Order background checks on all employment and volunteer applicants, and report results to Recruiting and the Director of Operations, as needed.
- Inform several departments of new employee arrivals and terminations.

- Perform HR orientations for new employees. Complete I-9s and ensure compliance with Department of Homeland Security requirements. Complete, enter and file all new employee documentation, and ensure we maintain signed acknowledgements for all employees for receipt of the Staff Manual.
- Ensure the ongoing accuracy of and compliance with all Human Resource policies.
- When an employee is terminated, perform exit interview, obtain forwarding information and collect any Sunrise property, such as cellphones, laptops, keys, etc.
- File Workers' Compensation reports and follow up as needed. Ensure the employee's manager(s) is aware of any work restrictions.
- Assist with creation of the weekly Sunrise Rise schedules and perform as back-up Scheduler, as needed.
- As a member of the staff of Sunrise Ranch, contribute to the overall success and fulfillment of our mission through:
  - Creative, uplifting expression that inspires others
  - Enthusiastic contribution to the fabric of the Sunrise Ranch community
  - Diligent, productive work that contributes to the Sunrise Ranch team effort
  - Supporting, promoting and contributing to the vision, plan and work of the Spiritual Director and the Trustees of Emissaries of Divine Light
  - Clear, supportive surround for guests, visitors and staff
- Perform other essential duties as assigned

#### **QUALIFICATIONS**

- Computer skills: Word, Excel, Google. Strong computer skills are required.
- Accuracy is essential.
- Database administration experience is preferred.
- Strong communication skills and the ability to work well with others.
- Ability to be flexible and work well in a changing environment.

#### **CONDITIONS**

- Work hours: 40 hours a week or more, as needed. Primarily Monday through Friday.
- Benefits: Health Insurance, dental reimbursement, paid vacations and holidays.
- Physical requirements: Ability to sit and work at a computer for several hours a day.