****

**Human Resources (HR) Generalist**

**Job Description**

**Job Type:** Full Time

**Department:** Human Resources

**Reports To:** Director of Human Resources

**Prepared Date**: 7/8/19

**SUMMARY:**

The HR Generalist interfaces with management and employees providing HR consultation and administration on a variety of subjects.

**JOB RESPONSIBILITIES:**

* Coordinates transactional activities for new hires, staff adjustments, and terminations.
* Assists in the maintenance, reconciliation and auditing of Kronos records.
* Organizes and provides training to HR Administrator and Lead Scheduler.
* Ensures accurate procedures are written and updated for HR processes.
* Identifies ways to improve policies and procedures.
* Gathers necessary information for manual checks and delivers to Accounting.
* Assists with payroll prep process, such as getting with Accounting on any A/R Payments or IT on any other deductions.
* Initiates payroll to ensure timely and accurate transactions.
* Prepare payroll-related reports.
* Handles payment and deduction issues.
* Maintains employee/payroll records, including employee compensation, bonuses, vacation pay, deductions, direct deposits, payroll cards, tax withholding data, and pre-tax Health Savings Account deposits.
* Posts changes in pay and tax status.
* Processes termination calculations.
* Processes garnishments.
* Answers employee questions about payroll, vacation amounts, tax forms and other compensation issues when asked.
* Under general supervision, partners with HR Director to provide policy guidance, interpretation and consistency, reducing legal risks and ensuring compliance.
* Provides responsible professional and technical Human Resources advice and support.
* Consults with supervisors in preparing documentation such as 360 reviews, individual development plans (IDP), and/or corrective action.

**ADDITIONAL JOB RESPONSIBILITIES:**

* Provides administration work, as needed, in all areas of the Human Resources department
* Acts as the main point of contact for employees in absence of HR Director
* As a member of the staff of Sunrise Ranch, contributes 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
	+ Gives clear, supportive surround for guests, visitors and staff
* Performs other essential duties as assigned

**QUALIFICATIONS**

* Ability to maintain confidentiality of all HR information, personnel relations and data
* Is an independent self-starter who exercises good judgment to take appropriate action
* Strong computer skills required, including Word, Excel, Google
* Proven organizational skills and the ability to multitask and prioritize work
* Ability to solve problems and make decisions
* Strong attention to detail, accuracy and analytical ability
* Ability to be flexible and work well in a changing environment
* Strong communication skills and the ability to work well with others

**CONDITIONS**

* Work hours: as needed, up to 40 hours a week, primarily Monday through Friday.
* Benefits: health Insurance, Dental Reimbursement, paid vacation and holidays.
* Physical requirements: ability to sit and work at a computer for several hours a day.

**EXPERIENCE**

* Kronos: 1 year (preferred)
* Database Administration: 1 year (preferred)
* Human Resources: 3 years HR experience and knowledge in HR competencies, processes, and best practices and/or bachelor’s degree (preferred)