

First Community Credit Union

JOB POSTING

POSITION TITLE: Human Resource Specialist

POSITION SUMMARY

Responsible to assist and support the Human Resources department in all facets of human resources to include recruitment, benefits administration, payroll, employee relations, policy implementation, performance management and HRIS.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Conduct various recruiting efforts to include job postings and advertisements; pre-screen candidates and schedule interviews; conduct reference and background checks; extend job offers; send applicable correspondence to all job candidates; and maintain job files.
 2. Perform the day to day administration of the employee benefit programs to include enrolling, terminating, modifying employee benefit coverage, and processing the monthly statements. Serve as the first line of contact for employees regarding benefit questions and requirements. Administer required paperwork and coordinate FMLA and STD programs.
 3. Assure the proper onboarding and orientation is conducted for all employees. Conduct new employee orientation; answer questions and ensure new hire paperwork is completed accurately and timely; process and record employee information in the HR software system and other systems, as appropriate; assure employee information is properly stored and retained.
 4. Perform a variety of technical payroll duties in the preparation and processing of payroll to include the review and processing of employee time cards; perform wage calculation, compile and input salary and deduction information; audit, reconcile and submit payroll for processing; and prepare and maintain reports.
 5. Maintain various information systems to include the HRIS, payroll, time and attendance, and compensation systems.
 6. Interpret and explain human resources policies, procedures, and programs; maintain knowledge and awareness of general Human Resources specialty areas, such as benefits and payroll rules and regulations.
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EDUCATIONAL/EXPERIENCE REQUIREMENTS

EDUCATION/CERTIFICATION:

- B.S. degree in Human Resources or other business-related field from an accredited college or university.
- Two years of relevant work experience may be substituted for post secondary education.

EXPERIENCE REQUIRED:

- One year of human resource generalist and payroll processing experience.
- Familiarity with a variety of human resources concepts, practices and procedures.
- General knowledge of principles and practices in payroll processing.