



Job Description

Position: HR Generalist
Reports to: Senior Accountant
FSLA: Part time – 20 hours per week

Position Summary

This position is primarily responsible for compiling and maintaining personnel records relating to all phases of human resources activity by performing the following duties.

- Records employee information such as personal data, compensation, benefits, attendance, performance reviews or evaluation and termination date and reason.
- Processes employment applications and assists in other employment activities. Helps with onboarding process.
- Updates employee files to document personnel actions and to provide information for payroll and other uses.
- Assists in payroll processing.
- Compiles and maintains records for use in employee benefits administration.
- Assist with managing benefits and open enrollment.
- Assist with managing Cobra participants.
- Answers staff insurance questions and other benefit questions and or problems.
- Assists with the administrative functions of our 401k plan.
- Assists with searching for job candidates and the hiring process.
- Assists with special projects as assigned.

Education and Experience

- Associates degree or equivalent from two – Year College; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Knowledge, Skills and Abilities

- Maintain strict confidentiality.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Exceptional organizational skills.
- Ability to prioritize and then multi-task.
- Strong computer skills and ability to easily work in Microsoft products.
- Attention to detail and accuracy.
- Team work.
- Basic math skills.

Physical Abilities: Those commonly associated with the performance of the functions of this job.

- Light sedentary office work.

Application should be directed to:

Aimee Jewkes
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