



Human Resources Assistant Position Description

Department: Finance/HR
Classification: Nonexempt, Full Time
Reports to: Vice President of Business Operations

Characteristics of the job:

The HR Assistant processes bi-weekly payroll, manages advertising for open positions, on-boards new employees, tracks required trainings and performance evaluations, facilitates staff-wide communications, processes benefits enrollment and related tasks, processes unemployment requests, and performs other administrative duties that support human resources functions for the organization.

Responsibilities:

- Process bi-weekly payroll via third party payroll processing company.
- Answer questions from employees regarding payroll or benefit details.
- Reconcile accrued payroll accounts.
- Enter employee giving payroll deductions and maintain documentation.
- Reconcile invoices and statements from third party insurance, payroll and other related contracts, for accuracy; timely resolution of any problems.
- Support the company audit with payroll reports and other related information.
- Administer benefits. Track new employee benefit eligibility and distribute benefit documentation and applications once they are eligible.
- Maintain complete and accurate files: personnel files, benefits files, payroll files, etc.
- Facilitate the annual employee review process by distributing documents and paperwork to employees and supervisors.
- Track employee and contractor certification/license/credential requirements, provide renewal reminders, monitor compliance, and maintain files.
- Administer 401k program. Work with third party processing company on 401k census.
- Ensure compliance with unemployment, workers compensation, FMLA, and other state or federal labor laws. Includes DOL required postings at all sites.
- Administer group emails to all employees and contractors; maintain current email address lists.
- Oversee the staff anniversary and birthday recognition programs.
- Maintain employee guidebook; distribute updates and collect sign-offs as required.
- Manage employee technology assignments; act as a liaison between employees and IT contractor.
- Manage IT requests and log equipment in and out.
- Administer DocuSign account. Provide training as needed.

(continued on next page)

Recruiting/Hiring/On-boarding/Termination Functions:

- Post and manage openings on Indeed or other sites as applicable. Provide coded invoices to AP.
- Provide pre-screening assistance as requested by hiring manager.
- Send out offer letters with all required new hire information and documentation.
- Facilitate required background checks and clearances.
- Ensure all required employment documentation is returned, including background checks and other clearances.
- Create files for human resources, payroll and benefits at time of hire; maintain files in accordance with all applicable laws and Easterseals policies.
- Disseminate employee information to proper departments (IT, Development) for their recordkeeping purposes.
- Deliver new hire orientations (on-boarding) within 3 business days of employee start date.
- If requested by Vice President of Business Operations, witness termination meetings.
- Ensure all termination processes, paperwork and sign-offs are completed.
- Ensure all company property is returned at termination; log in computers, keys and other equipment.
- Notify IT and facilitate network security protocol with each termination.

Other duties as assigned.

Qualifications:

- Associate's degree or higher in related field, preferred.
- Minimum 2 years payroll/HR administration experience.
- Advanced proficiency with computers, software programs including Microsoft Excel and Office, and keyboarding.
- Effective communication skills, both verbal and written.
- A commitment to serving people living with disabilities, and families raising children living with disabilities.
- Valid driver's license.

Specialized Skills/Abilities/Knowledge:

- Positive professional attitude with peers and staff.
- Ability to keep information confidential.
- Ability to be flexible in the work setting and manage multiple priorities concurrently.

To apply, submit a letter of interest and a resume to Sue Schamberger, Vice President of Business Operations, at hresepa@esep.org or mail to her attention at Easterseals Eastern PA, 1501 Lehigh Street, Suite 201, Allentown, PA 18103.