

Position Description Human Resources Clerk	
Department: Human Resources	FLSA: Non-Exempt
Reports To: Director, Human Resources	Status: Part-time (20 hours)
Supervises: N/A	Updated: <i>October 2023</i>
Salary Range: \$17.00-\$20.00/hour	

**RESPONSIBILITIES**

- Maintain employee records and files, ensuring accuracy and compliance with company policies
- Complete onboarding and off boarding processes for new and departing employees
- Collect and maintain employee files, such as applications, resumes, and other documents
- Assist with recruiting, including scheduling interviews reviewing resumes filtering out candidates and verifying references.
- Maintain and update all data in Paychex
- Enters, maintains, and/or processes information in the payroll system; i.e. rates of pay, compensation, paid leave and holidays, deductions and withholding,
- Ensures proper processing of payroll deductions for benefits, 403b contributions and loans
- Perform data entry and filing of all HR related documents
- Assist with HR projects, such as updating employee handbooks, updating job descriptions, email distributions
- Assist with seasonal staff onboarding and off boarding
- Advertising for all jobs on social media and recruitment platforms
- Move HR to a paperless environment scanning all documents, creating online files for current, terminated and seasonal staff
- Maintains Human Resources records by maintaining applications, résumés, and applicant logs.
- Verifies candidate’s background by contacting references.
- Enrolls new employees by issuing forms and applications; verifying completion.
- Helps employees by explaining benefit programs.
- Work in collaboration with the Finance team for payroll compliance
- Ensure all documents are entered in payroll system ensuring correct taxes, organization, PTO, deductions
- Other Duties as Assigned

**QUALIFICATIONS**

- Creative self-starter who is comfortable with both taking initiative
- Detail oriented with strong written and verbal communication skills
- Proficiency in Microsoft Office
- Must have knowledge of Human Resources policies and procedures.
- Must be able to communicate effectively both verbally and in writing.
- Must be able to multi-task and handle stressful situations

- Must be able to remain in a stationary position 50% of the time.
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Constantly positions self to maintain files in file cabinets
- Ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations
- Frequently moves boxes weighing up to 20 lbs., across office for various needs