

We are seeking an experienced Human Resources/Payroll Specialist. The ideal candidate will have strong interpersonal skills, capable of managing diverse HR functions and a strong attention to detail.

- Stay informed about employment laws and regulations, ensuring the organization's compliance.
- Knowledge of FLSA, FMLA, ADA, COBRA, etc and an understanding of state and federal laws.
- Develop and update HR policies and procedures in line with legal requirements and best practices.
- Update and keep current employee job descriptions.
- Manage employee relations by addressing concerns, resolving conflict.
- Conduct investigations when necessary and recommend appropriate corrective action.
- Administer employee benefit programs, including health insurance, retirement plans, etc.
- Provide guidance to employees regarding benefits and resolve related inquiries.
- Oversee performance management processes, e.g. performance reviews
- Assist in the recruitment process, including job postings and onboarding.
- Timely and accurate processing of new hire paperwork and payroll records by organizing and entering data into the respective sites.
- Process and manage payroll for employees accurately and timely
- Reconcile and prepare accounting transactions to ensure related amounts are properly recorded in the general ledger
- Develop and distribute employee communication pieces.
- Other accounting duties as assigned.

Education/Experience

Bachelor's degree in Human Resources, Business Admin or related field. Experience in HR field is a plus.

Exceptional problem-solving and decision making abilities.

Ability to maintain confidentiality and handle sensitive information.

Excellent time management skills and must be detail oriented.