

**JOB DESCRIPTION:**

The primary purpose of this non-exempt position is to service payroll and the related human resources needs of Hermann Sons Life with the number of employees ranging from 100 to 250 in certain months of the year, when young seasonal employees are employed. The position requires some knowledge of basic human resources needs and accounting of the organization and a candidate who can understand many programs offered by the company and their unique HR and payroll requirements.

We offer the customary employment benefits to the successful candidate and a competitive salary.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

- Processes payroll using an ADP system with more than five classes of employees,
- Summarizes and records via journal entries wages and related tax liabilities and other withholdings,
- Completes all new employee on boarding and separation requirements,
- Provides HR compliance guidance on all employees and maintains personnel and government required files,
- Manages and resolves simple employee relations issues or refers to HR outside consultant,
- Maintains statistics on the efficiency of the various workforces,
- Responds to employee benefit questions regarding vacation, sick leave, medical plans, and 401(k) administration and is able to communicate and work with vendors,
- Documents and enforces HR and accounting processes in accordance with company guidelines and all legal regulations.

**SKILLS/REQUIREMENTS:**

- College courses or certification in HR and basic accounting,
- At least two years meaningful experience in HR, with ability to obtain an HR certification (preferred if not obtained as of hire date),
- Skills in Microsoft Word and Excel with experience with ADP systems,
- Must be able to translate employee's benefit questions into resolutions with vendors,
- Must be able to communicate the compliance and company guidelines to employees, management, and the Board and must have a knowledge of basic employment regulations and compliance issues and how to apply them in situations that arise,
- Must possess basic accounting skills to perform simple bank reconciliations, journal entries for cash receipts and payroll, and maintain depreciation schedules,
- Must be able to maintain confidentiality required by this HR and accounting position.

Job Type: Full-time

Experience:

- Relevant: 2 years (Required)
- Human Resources: 2 years (Required)