

**JOB DESCRIPTION**

I.	POSITION TITLE:	Human Resource Coordinator
II.	FLSA CLASIFICATION	Non-Exempt
III.	QUALIFICATIONS	
Human Resources Degree or Related Degree Preferred /High School diploma or G.E.D. and at least two years of experience.		
IV.	GENERAL FUNCTIONS	
<p>A. Manages payroll,</p> <p>1. Prepares and balances payroll</p> <p>2. Prepares related payroll taxes (i.e. INTAX, UC-1, 941,etc)</p> <p>3. Prepares payroll tracking (i.e. Overtime, PED, Sick Leave, Vacation, ACA, employee hours, etc.)</p> <p>B. Manage Workforce:</p> <p>1. Maintains staff personnel records and database.</p> <p>2. Prepare and maintain performance reviews for employees.</p> <p>3. Coordinate and oversee the hiring process to ensure completion: identifying agency vacancies, pre-employment/orientation/on-the-job training for employees and volunteers, and complete E-verify and Indiana New Hire for new employees.</p> <p>4. Coordinate employee benefits (new hires, annual open enrollment, SCA Benefits)</p> <p>5. Coordinate employee requirements to maintain employment (i.e. trainings, licenses, driver licenses, driver checks, background checks, TB tests, OIGs, SAM checks, etc.)</p> <p>6. Maintain personnel handbook and notify employees of updates, changes, etc.</p> <p>7. Track, report, and follow-up with employee accidents, illness, restrictions, medical leaves, worker compensation claims, FMLA, complaints, etc.</p> <p>8. Ensure required labor laws, contract, etc. posting are visible to employees</p> <p>9. Ensure completion of exit interviews.</p> <p>10. Manage unemployment cases.</p> <p>C. Manage Affirmative Action Plan</p> <p>D. Assist Executive Director in tracking Agency Performance (i.e. staff turnover rate, etc.)</p> <p>E. Prepares correspondence (i.e. employment letters, etc.)</p> <p>F. Coordinates and executes other tasks with the Office Clerk, Fiscal Specialist, and Administrative Coordinator.</p> <p>G. Receptionist duties.</p> <p>H. Responsible for all accounts payables, payables related to payroll deductions, and payables related to the commission for Source America and INARF</p> <p>I. Completes required reports for the agency due to state, federal, and/or contract requirements (Entity Report (annually), Business Entity Report (annually), Real Estate Exemption Status, EEO-1, VETS, OSHA 300)</p> <p>J. Reports for Source America i.e. QER (quarterly), SAM (Systems Award Management), ERS (annually), Reps and Certs (annually) , Central Contractor Database reporting, Annual Registration for Source America</p> <p>K. Prepare required documents for audits and reviews (i.e. Agency Audit, CARF Reviews, W/C Audit, General Liability Audit, AbilityOne/Source America Reviews, DWD, Capabilities Database, etc.)</p> <p>L. Serve as agency Corporate Compliance Officer</p> <p>M. Oversee the opening/closing procedures of the facility</p> <p>N. Supervise General Office Clerk</p> <p>O. Coordinator onboarding of volunteers</p> <p>P. Other duties that may be assigned in order to fulfill the mission of the organization.</p>		
V.	ESSENTIAL FUNCTIONS	
<p>A. Good communication skills (this includes verbal and written communication)</p> <p>1. Needs good auditory skills and pleasant speaking voice for answering the phone</p>		

- 2. Good message taking skills
- B. Able to multi-task
- C. Good social interaction skills with staff and external contacts
- D. Accuracy and attention to detail for all paperwork
- E. Problem solving ability
- F. Basic computer skills (excel and word)
- G. Basic understanding of laws and regulations regarding Human Resources
- H. Basic understanding of accounting procedures/software
- I. Strong organizational skills

<b>VI.</b>	<b>SUPERVISORY RELATIONSHIPS</b>	The Human Resource Coordinator reports to the Executive Director while providing direct supervision to the General Office Clerk.
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does not discriminate in regard to race, color, religion/creed, sex (including gender identity, sexual orientation, and pregnancy), national origin/ancestry, age, disability, genetic information, marital or veteran status, or other legally protected status.

<b>SIGNATURE</b>	<b>DATE</b>
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Reviewed: 8/16, 7/18    Revised: 3/04, 7/15, 1/16, 5/16, 8/17, 4/19, 1/20, 8/22.7/23, 6/24