

PACIFIC PRESS® PUBLISHING ASSOCIATION
JOB DESCRIPTION

POSITION TITLE: Human Resources Generalist

REPORTS TO: Director of Human Resources

SUMMARY: Under the guidance and direction of the Director of Human Resources, the Human Resources Generalist is responsible for maintaining confidentiality of employee information, enhancing department functions through onboarding, the administration of employee benefits, payroll administration, annual benefits audit preparation, maintaining employee handbook and HR procedures manual, and answering HR questions regarding pay, benefits, policies, and procedures. The Human Resources Generalist role has frequent privileged access to information. Privileged access imposes upon the HR employee the responsibility and obligation to use that access in an ethical, professional, and legal manner that is strictly within his or her authorized job functions.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Compile and assist in processing payroll data, including:
 - a. Collect and review timecards
 - b. Provide advice slips
 - c. Prepare payroll reports (i.e. Overtime, Paid Leave, BLS, Headcount, and other payroll reports as needed)
2. Assist with benefits enrollment, administration, reconciliation, and invoicing
3. Assist with recruitment and onboarding, including phone screens, posting job ads, scheduling training and physicals, sending application information, gathering information, and processing move assistance
4. Maintain FMLA documentation, helping employees as needed
5. Maintain employment forms, HRIS, and HR programs (i.e. Laserfiche, EPMS, Bswift, eAdventist, etc.)
6. Prepare and assist in the retirement process
7. Maintain a list of employee credentials and licenses. Recommend reclassification according to policy and forward to the North American Division after Management approval. Prepare annual denominationally employed workers report and send to North American Division
8. Assist in keeping job descriptions organized and updated
9. Facilitate annual distribution and collection of employee Conflict of Interest forms
10. Manage coverage for receptionists as necessary
11. Maintain the Pacific Press organization chart
12. Assist in the performance appraisal process
13. Schedule flu shots, blood donations, AFLAC, and other programs of this nature
14. Assist in records management
15. Assist in maintaining employee service records
16. Answer phone calls and emails in a timely and professional manner
17. File, fax, and copy for the Director of Human Resources
18. Open mail for Human Resources Department and address time-sensitive mail and invoices
19. Collect balances from churches that are 90-days overdue
 - a. Contact Churches, maintain contact information
 - b. Gather payment information, arrange payment plans
 - c. Answer billing questions, email statements, and invoices
20. Maintain regular attendance at work and work overtime as required
21. Comply with Pacific Press employee handbook guidelines
22. This job description is not intended to be all-inclusive; the Human Resources Generalist will also perform other reasonable related business duties as assigned by the Director of Human Resources

QUALIFICATIONS: Working knowledge of Microsoft Word, Outlook, and Excel, excellent written and oral communication, customer service mentality, empathetic, attention to detail, general accounting or payroll administration experience required, and ability to keep the information confidential. The ability to type 50 wpm. Self-starter, ability to take initiative to complete projects, tasks, and assignments. Ability to prioritize workload, multi-task, and work under pressure in a fast-paced environment.

EDUCATION: Bachelor's degree in Human Resources or related field; or equivalent in work experience. SHRM-CP preferred.

I acknowledge that I have received a copy of this job description and understand that it is my responsibility to read and understand it. If I have any questions about this job description or my job duties, I understand that I should ask my Supervisor or Vice President. I understand that Pacific Press reserves the right to revise or change job duties and responsibilities as the need arises. I represent that I am qualified to perform these job duties with or without reasonable accommodation. I understand that this job description may be used as a tool to evaluate the performance of my duties. I understand and agree that this job description does not create a contract of employment or change my "at will" employment relationship with Pacific Press.

Acknowledgement

Date