

# AQUASCAPE, INC.

Job Description



<b>Job Title:</b>	HR Generalist		
<b>Department:</b>	Human Resources	<b>Reports to:</b>	Vice President of Human Resources
<b>Type of position:</b>	FT Salary	<b>FLSA Status:</b>	Exempt

The HR Generalist is responsible for support of the overall goals of the HR Department, including recruitment, employee retention and benefit administration and payroll.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage Open Positions
  - Post Positions
  - Collect resumes, conduct screening interviews, and make recommendations for second interviews
- New Hires
  - Initiate background and drug testing
  - Employee Orientation
  - New employee paperwork
- Employee Maintenance
  - Maintain physical and electronic documentation and employee files
  - Administrative responsibility for Workman's Comp claims, short term Disability and FMLA
  - Provide HRA reporting to accounting
  - Maintain unemployment record keeping
- Administrative
  - Provide reporting to Accounting Department
  - Audit and request payment for HR-associated invoices
  - Answer phone calls and questions coming into the HR department
- Employee Recognition
  - Maintain employee recognition wall
  - Use social media, as appropriate, to communicate employee activities and employee recognition
  - Plan annual volunteer and employee recognition events
- Payroll
  - Facilitate manager review of employee hours prior to processing payroll
  - Facilitate PTO approvals prior to payroll
  - Assist employees with payroll questions and/or discrepancies
  - Maintain employee files, electronically and in employee files
  - Make any personal changes in system (personal info, direct deposit, withholdings etc.)
  - Respond and/or process tax notices
  - Process and submit payroll after review
  - Coordinate with Accounting on any reporting (journal entry, manual checks, check requests) things that are not auto-debited payables
  - Assist Accounting with payroll info needed for Audits
  - Process approved commissions, bonuses, additional hours for special events

## OTHER DUTIES AND RESPONSIBILITIES

- Participate in company events
- Complete other projects and duties as assigned

## REQUIRED EDUCATION/EXPERIENCE/PROFICIENCIES

- 2-3 years HR Generalist and/or experience in processing payroll
- Customer Service minded
- Good organizational skills
- Excellent written and verbal communication skills
- Good working knowledge of Microsoft Outlook, Excel and Word
- Comfortable working with and navigating websites (BCBS, Payroll software, Benefits, etc.)

## PREFERRED EDUCATION/EXPERIENCE

- Conversational Spanish a plus

*Job Description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the position*