



Job Description

Position Title:	Human Resources Generalist
Date Modified:	November 8, 2023
FLSA Classification:	Full-Time Exempt
Reports to:	Business Manager
Position Purpose:	The Human Resources Generalist (HR Generalist) is responsible for overseeing human resources matters consistent with the mission, vision, and objectives of Arma Dei Academy.

Primary Functions

- **Benefits**
 - Administers all employee benefit plans and serves as the primary contact with the insurance brokers or companies.
- **Payroll**
 - Administers all aspects of the payroll process including bi-weekly payroll submittals and non-recurring payments. This requires a high level of detail and accuracy.
- **Hiring**
 - Manages the employment process from recruitment to onboarding including but not limited to job postings, screening applicants, organizing interviews, employment documentation, background checks, and benefits enrollment.
- **Our People**
 - Manages human resources-related matters including but not limited to employee reviews, performance improvement plans, the employee handbook, and exit interviews.
 - Tracking required staff training and development necessary to maintain health and safety standard and continuing education requirements.
 - Help develop rewards and recognition programs.
 - Assist the executive team with any investigations, leaves of absence, and health/safety issues.
- **Leadership**
 - Function as a trusted advisor to the Business Manager and executive team, by providing feedback regarding the well-being of our employees.
 - Ensures compliance with state and federal employment laws related to faith-based organizations.
 - Works with the Business Manager to ensure the proper accounting of all Human Resources-related expenditures.

Qualifications

- Bachelor's Degree preferably with an emphasis in Human Resources or Business.
- Minimum of five years of Human Resources and payroll experience.
- SHRM-CP, SHRM-SCP, PHR, or SPHR certification is strongly preferred.
- Proven planning, organizing, and project management and execution skills.

- Ability to manage multiple assignments and meet associated deadlines.
- Experience working with databases or similar systems, spreadsheets, and word processing.
- Consistently demonstrates the highest standards of confidentiality and discretion.
- Excellent team player with ability to work across all departments.
- Demonstrates excellent written, verbal communication, and presentation skills.
- Experience with electronic payroll platforms.
- Strong decision-making and analytical skills.
- Ability to exercise, influence and effectively present information to management.
- Energetic, forward-thinking, and creative individual with high ethical standards.

Working Conditions

- In-person office environment during the academic year; hybrid schedule during certain school breaks; no travel required.

Compensation

- \$50,000 to \$80,000 depending on experience.