



## HR Administrator Position Description

**Department:** Finance/HR  
**Classification:** Nonexempt, Full Time  
**Reports to:** Director of Business Administration

### Characteristics of the job:

The HR Administrator processes bi-weekly payroll, manages advertising for open positions, on-boards new employees, tracks required trainings and performance evaluations, facilitates staff-wide communications, processes benefits enrollment and related tasks, processes unemployment requests, and performs other administrative duties that support human resources functions for the organization.

### Responsibilities:

- Process bi-weekly payroll via third party payroll processing company.
- Administer 401k program. Work with third party processing company on 401k census.
- Administer benefits. Track new employee benefit eligibility and distribute benefit documentation and applications once they are eligible.
- Reconcile invoices and statements from all third party insurance, payroll and other related contracts, for accuracy; timely resolution of any problems.
- Ensure compliance with unemployment, workers compensation, FMLA, and other state or federal labor laws. Includes DOL required postings at all sites.
- Answer questions from employees regarding payroll or benefit details.
- Maintain complete and accurate files: personnel files, benefits files, payroll files, etc.
- Support the company audit with payroll and related information.
- Manage employee technology assignments, in coordination with Director of Business Administration.
- Oversee the staff anniversary and birthday recognition programs.
- Reconcile accrued payroll accounts.
- Administer group emails to all employees and contractors; maintain current email address list.
- Run United Way giving campaigns.
- Maintain employee guidebook; distribute updates and collect sign-offs as required.
- Administer DocuSign account. Provide training as needed.
- Administer record retention with Iron Mountain.

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**Recruiting/Hiring/On-boarding/Terminating Employees:**

- Post and manage openings on Indeed or other sites as applicable. Provide coded invoices to AP.
- Provide pre-screening assistance as requested by hiring manager.
- Send out offer letters with all required new hire information and documentation.
- Facilitate required background checks and clearances.
- Ensure all required employment documentation is returned, including background checks and other clearances.
- Create files for human resources, payroll and benefits at time of hire; maintain files in accordance with all applicable laws and ESEP policies.
- Disseminate employee information to proper departments (IT, Development) for their recordkeeping purposes.
- Deliver new hire orientations (on-boarding) within 3 business days of employee start date.
- If requested by Director of Business Administration, witness termination meetings.
- Ensure all termination processes, paperwork and sign-offs are completed.
- Ensure all company property is returned upon termination; log in computers, keys and other equipment.
- Notify IT and facilitate network security is followed pending a termination.

Other duties as assigned.

**Qualifications:**

- Associate's degree or higher in related field, preferred.
- Minimum 2 years payroll/HR administration experience.
- Advanced proficiency with computers, software programs including Microsoft Excel and Office, and keyboarding.
- Effective communication skills, both verbal and written.
- A commitment to serving people living with disabilities, and families raising children living with disabilities.
- Valid driver's license.

**Specialized Skills/Abilities/Knowledge:**

- Positive professional attitude with peers and staff.
- Ability to keep information confidential.
- Ability to be flexible in the work setting and manage multiple priorities concurrently.

To apply, submit a letter of interest and a resume to Mindy McCormick, President and CEO, at [mmccormick@esep.org](mailto:mmccormick@esep.org) or mail to her attention at Easterseals Eastern PA, 1501 Lehigh Street, Suite 201, Allentown, PA 18103.