



I. **JOB TITLE: Human Resources Coordinator**

Reports to: CEO Through Executive Assistant

Location: Birmingham, AL

Salary Range: \$38,000-\$40,000 plus benefits

Status: Exempt

Type: Full time

II. **JOB FUNCTION**

The HR Coordinator will assist the Executive Assistant under the guidance of the Chief Executive Officer. The HR Coordinator is responsible for overseeing all matters related to benefits administration, policies and procedures, payroll, and recruiting and onboarding processes for new hires. The HR Coordinator will work with our HR consultant to ensure we are up to industry standards on HR related matters.

The ideal candidate possesses a solid ethical framework and understanding of confidentiality, and has demonstrated integrity, accountability, and a strong work ethic in prior experience.

Additional attributes and experience:

- Strong customer service skills
- Relationship builder; a team player with all departments
- Patience with routine and attention to detail
- Proactive and process-oriented working style

III. **BACKGROUND**

The Community Food Bank of Central Alabama is a nonprofit, tax exempt charity. We feed people in need today and foster collaborative solutions to end hunger tomorrow. We accomplish this mission by supplying 19+ million meals a year to 250+ food pantries, shelters, and children's programs in 12 counties of Central Alabama. We also create healthy food access through direct service programs. For example, we feed children at risk of hunger during school breaks, deliver fresh produce and other staples to residents living in isolated communities and provide food to under-nourished mothers of critically ill infants through on-site hospital food pantries.

IV. **DUTIES AND RESPONSIBILITIES**

1. Payroll

- Collect and verify time sheets
- Enter employee information and payroll data into the system
- Answer employees' questions and concerns regarding payroll
- Calculate payable hours, commissions, bonuses, taxes, and deductions
- Process new employees, promotions, and terminations
- Investigate and resolve payroll discrepancies.
- Prepare periodic payroll reports

## 2. Benefits

- Main point of contact within organization and with providers for the following employee benefits
  - Health Insurance
  - Dental Insurance
  - Vision Insurance
  - Healthiest U (Teledoc)
  - 401k Plan
  - FSA/HAS Plans
  - Life insurance
- Ensures proper enrollment and administration of all benefits
- Sets up yearly meetings with each benefit provider to ensure employees are educated on the benefits we offer

## 3. Pre- and Post-Hiring

- Oversees the recruitment and hiring of employees including writing and placing ads, logging applications, working with supervisor to identify applicants to interview, writing questions, preparing interview packets, and assisting in the interview process as requested
- Coordinates scheduling of phone screens, interviews, and new hire orientation
- Create and administer offer letters
- Onboarding process

## 4. Employee Performance

- Set up and monitor all employee performance reviews (annual review and 90-day review)
- Assist Directors of each department to ensure proper protocols are being followed for employee write-up's, corrective action plans, and termination.

*Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees will follow other instructions and perform other related duties as required.*

## V. QUALIFICATIONS

- Associate degree in Human Resources, Finance or Accounting and/or 2+ years of related experience, preferably in a non-profit environment
- Excellent computer skills and superior knowledge of all MS Office Suite programs; accurate reporting skills
- Proficiency in QuickBooks and Paylocity preferred
- Ability to utilize software and work with databases; *some experience preferred*
- Ability to multi-task, meet pressing deadlines and anticipate needs
- Ability to work independently and autonomously
- Excellent written, verbal, and in-person communication skills
- Excellent planning, organization, interpersonal skills