



POSITION ANNOUNCEMENT – PLEASE POST

Human Resource Associate

Full Time (Non-Exempt)

Organization & Position Summary: For more than 60 years, Arc Greater Twin Cities, a member and volunteer-driven nonprofit organization, has developed and offered innovative programs, services, community outreach and education to support individuals with intellectual and developmental disabilities and their families in our community. Arc offers a **supportive work environment**. The team at Arc consists of **highly committed and creative professionals** who **want to make a difference** in the lives of individuals with disabilities and their families.

This position, which reports to the Director of Human Resources is responsible for a wide range of responsibilities requiring a high level of confidentiality. Primary responsibilities include payroll processing, benefits administration and HRIS maintenance. Must demonstrate the ability to deal diplomatically with a wide variety of people, possesses strong organizational skills and complete tasks with a high attention to detail. All Arc employees are expected to demonstrate competence within the areas of communication, problem solving, flexibility, job knowledge, time management, interpersonal relations, ethics, and leadership skills.

Major responsibilities:

- Maintain and process personnel payroll functions including paycheck processing
- Generates and processes proper documentation to support new hires, terminations and other salary/benefits actions.
- Ensures work rules and labor law compliance.
- Administer the organization time and attendance process.
- Maintain the integrity of and populate HRIS database
- Responds in a timely manner to employment verifications and information requests
- Reviews and updates benefits billing records.
- Processes with providers benefit changes such as: new enrollments, terminations etc. (includes Health, Dental, Life Insurance, Long-term Disability, Short Term Disability, 401 k and 403B plans, Flexible Spending, Cobra).
- Provides benefits enrollment sessions for thrift businesses.
- Maintains employee personnel records and files
- Maintains and updates human resource intranet site
- Generates reports from HRIS/Payroll system as requested.
- Coaches Thrift Business management concerning basic personnel, benefits and related issues.
- Assists with recruitment efforts such as job postings and applicant tracking
- Conduct new employee orientations including benefits paperwork, and ensuring employment acknowledgements are signed.
- Ensures compliance with OSHA and EEO/AA Applicant tracking

Qualifications:

- 2 -3 Years experience processing payroll
- Excellent Computer and Database skills; Proficient in Microsoft Shop (Excel, Access, PowerPoint, Word)
- Excellent organizational skills with high attention to detail
- Excellent written and oral communication skills
- B.S. /B.A. req. prefer 2-3 years human resource support experience

Compensation: Competitive pay with excellent benefits.

To Apply: Send letter of inquiry including salary expectations and resume by July 3 to:

Arc Greater Twin Cities
Attention: Director of Human Resources/HRA
2446 University Avenue West, Ste. 110
Saint Paul, MN 55114
Fax 952-920-1480
resumes@arcgreatertwincities.org /
www.arcgreatertwincities.org