



### Position Description

<b>Title:</b> Human Resource Generalist/Payroll Specialist	<b>Hours:</b> Full-Time
<b>Department:</b> Human Resources	<b>Created On:</b> 04/22/2014
<b>Reports to:</b> Director, Operations	<b>Last Revision Date:</b> 10/06/2016

#### Summary of Position:

The Human Resource Generalist provides exemplary internal customer service to all current, future, and former staff of The Minneapolis Foundation (TMF) under the direction of the Human Resource Leader. Primary duties focus on bi-weekly payroll processing, employee benefit administration, personnel record management, recruitment, and employee support. As needed and dependent upon workload, HR Generalist will support other Human Resource functions, programs and initiatives including, but not limited to, employee relations, compensation, performance management, training and development, policies and procedure development, and compliance with state and federal regulations and legislation.

#### Principal Duties and Responsibilities:

40%	<b>Administer bi-weekly payroll</b> <ul style="list-style-type: none"><li>• Process all time-card related data necessary in order to meet payroll schedules utilizing payroll and time management software.</li><li>• Process employee pay changes, retroactive payroll calculations, annual increases, special pay requests and all benefit enrollments and changes.</li><li>• Review all pay preview files for accuracy before submitting for processing.</li><li>• Provide necessary payroll documentation to the Finance department for review.</li><li>• Compile, enter, and maintain employee data in HR Information System.</li><li>• Create and maintain payroll report information. Provide reports as requested in a timely manner.</li><li>• Maintain and manage payroll files and records.</li><li>• Maintain up-to-date documentation of payroll procedures.</li></ul>	Essential
15%	<b>Administer employee benefit programs</b> <ul style="list-style-type: none"><li>• Support HR Leader in ensuring TMF offers competitive and attractive benefit plans that meet the needs of employees and TMF business requirements while maintaining legal compliance with local, state and federal law requirements.</li><li>• Interact with benefit providers to make sure contracts are fulfilled and service levels maintained.</li><li>• Process all enrollments, changes and terminations for all benefit plans accurately, utilizing carrier's web sites or alternative protocols as directed by each plan. Ensure accuracy between payroll and benefit providers.</li><li>• Maintain and manage benefit files and records.</li><li>• Provide benefit enrollment orientation and answer employee questions on benefits plans.</li><li>• Assist with resolution of complex benefit issues between TMF employees and providers.</li><li>• Maintain up-to-date documentation of enrollment procedures.</li><li>• Work with the HR Lead during annual open enrollment to provide benefit change information to staff and process individual benefit elections.</li></ul>	Essential

10%	<p>Billing and fund transfers.</p> <ul style="list-style-type: none"> <li>Review monthly benefit and payroll bills ensuring accuracy, researching discrepancies and prepare for payment.</li> <li>Process all fund transfers related to payroll and benefit integration.</li> <li>Work closely with Finance Associate and Accounting Supervisor to provide identified reports and documentation to ensure accurate paper trails.</li> </ul>	Essential
5%	<p>Oversee Personnel Record Management</p> <ul style="list-style-type: none"> <li>Create and maintain personnel records in compliance with applicable legal requirements. File new items into personnel files weekly.</li> <li>Keep employee records up-to-date by processing employee status, position, department and other changes in a timely fashion.</li> </ul>	Essential
20%	<p>Support Recruitment</p> <ul style="list-style-type: none"> <li>Assist the HR Leader and hiring managers with position definition and recruiting.</li> <li>Source and screen resumes and applications to determine qualified candidates for assigned positions.</li> <li>Manage candidate notification process.</li> <li>Conduct structured phone screen interviews with qualified candidates.</li> <li>Schedule and participate in interviews working in conjunction with the HR Lead and hiring manager.</li> <li>Coordinate background checks, reference checks and appropriate tests for candidates.</li> <li>Participate in onboarding of new employees, ensuring required paperwork is completed and processed.</li> <li>Prepare staffing reports by collecting, analyzing, and summarizing data and trends.</li> </ul>	Essential
10%	<p>Under guidance of the HR Lead:</p> <ul style="list-style-type: none"> <li>Provide on-going assistance to employees and managers to ensure understanding and adherence to company policies, procedures and benefits. Troubleshoot issues to ensure that employee and manager requests are fulfilled or issues are resolved.</li> <li>Engage in solving problems initiated by questions from employees, managers, and/or vendors.</li> <li>Represent the company for any unemployment or worker's compensation claims.</li> <li>Maintain and coordinate employee recognition programs including birthdays and anniversaries.</li> <li>Write and review job descriptions as necessary; conduct annual salary surveys; analyze compensation; monitor performance evaluation program and revise as necessary.</li> <li>Support annual performance management system.</li> <li>Ensure that all Human Resource activities are in compliance and consistently make improvements to maintain efficiencies and effectiveness.</li> <li>Perform other tasks as assigned.</li> </ul>	Essential

**Minimum Qualifications:**

- Bachelor's degree and three to five years' HR experience or a master's degree in HR management and two years' experience in the HR field or seven years of experience in the HR field, or any similar combination of related education and experience.
- A minimum of three years of successful experience processing payroll, working with payroll systems and related software programs.
- Exceptional computer skills with demonstrated proficiency in MS Office Suite (Word, Excel, PowerPoint, Access and Outlook) and experience with querying relational databases.
- Ability to communicate effectively both verbally and in writing with continuous attention to detail in composing, typing and proofing materials.

- Work successfully with diverse individuals with a variety of work and communication styles, both internally and externally.
- Demonstrated ability to prioritize and work accurately to meet deadlines in a fast-paced environment and adjust to changing and/or tight deadlines.
- Exceptional customer service and organizational skills with the ability to handle sensitive and confidential information appropriately.
- Ability to develop and maintain positive interpersonal relationships.
- Demonstrated initiative and creative problem-solving skills.
- Be intensely creative and curious.

**Preferred Qualifications:**

- Eight to ten years' human resource experience.
- Proficiency utilizing ADP Workforce Now and HRB software.
- Work experience in Foundation or not-for-profit organizations.
- SHRM-CP or SHRM-SCP certification.

**Key Working Relationships:**

- Internal: all staff across the Foundation.
- External: Applicants for open TMF positions, benefit and payroll vendors, staffing agencies, training and development consultants.

**Measures of Accountability:**

Include the degree to which:

- Assigned work is accurately completed in a timely manner.
- Work time is managed effectively.
- Sound professional judgment is demonstrated.
- Cooperative and supportive work relationships are maintained.
- Adherence to policies and procedures is demonstrated.
- Confidentiality and discretion is demonstrated.
- Consistent delivery of the highest level of customer service is demonstrated.
- Verbal and written communication is effective.
- Regular and reliable attendance at work is maintained.

**Supervision Responsibilities**

None.

**Working Conditions**

The majority of the work in this position is performed in a general office setting and the successful candidate must be able to work at a PC for extended periods of time.

**To Apply:**

Submit cover letter, resume, salary history and references by close of business of business October 21, to:

[HR@mplsfoundation.org](mailto:HR@mplsfoundation.org)

Detailed job description is available at <http://www.minneapolisfoundation.org>

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