

Mental Health Association in Orange County, Inc.



HUMAN RESOURCES COORDINATOR- Temporary JOB POSTING

- I. **Title:** Human Resources Coordinator
- II. **Reports to:** Director of Finance/Human Resources
- III. **Job Objective:**
- Responsible for payroll, human resource coordination, and accounting activities.
- Responsible for the oversight of the Human Resources department in the absence of the Director of Finance/Human Resources.
- Exercise ethical practices and adhere to agency's internal controls.
- Perform duties while actively promoting an environment consistent with MHA's Cultural Equity Policy and WELCOME Orange.
- IV. **Qualifications:**
- Bachelor's Degree in related field
 - **OR**
 - Associate's Degree in related field with 2 years of experience in Human Resources and/or Non-Profit Accounting
 - **OR**
 - High School Diploma with 4 years of experience in Human Resources and/or Non-Profit Accounting.
 - Strong written and verbal communication skills.
 - Strong attention to detail.
 - Strong planning and organizational skills.
 - Excellent interpersonal skills.
 - Ability to work independently with limited supervision.
 - Proficiency with MS Office suite (Word, Excel and PowerPoint).
 - Must be organized, self-motivated and have the ability to coordinate multiple tasks simultaneously.
 - Ability to exercise sound judgment under crisis situations and to abide by regulations regarding confidentiality.
 - Must be clear and maintain an acceptable record under mandated criminal background check process.
 - Valid Driver's License and ability to drive with current driving record acceptable for agency insurance coverage

V. Responsibilities:

- Collect, proof, enter time sheets, balance and transmit to payroll system (ADP).
- Enter payroll and tax information into general journal.
- Develop, maintain and periodically update Human Resource Policy and Procedure manual.
- Maintain and periodically update Employee Handbook.
- Reconciliation of benefit accounts.
- Maintain a strong working knowledge of Fair Labor Standards Act (FLSA).
- Maintain working knowledge of New York State (NYS) and Federal Wage and Hour Laws.
- Perform various insurance responsibilities, which include but are not limited to:
 - Contact person for all insurance needs.
 - Overall knowledge of all insurance policies, payment schedule/renewal dates.
 - Prepare necessary documentation for policy renewal.
 - Add new coverage as needed (new programs or changes in program, etc.).
 - Obtain certificates of insurance when requested.
 - Negotiate rates/schedule whenever needed.
- Liaison with labor attorneys regarding HR issues. Ensure legal compliance.
- Liaison between MHA and Insurance Broker in order to:
 - Ensure that MHA is in legal compliance.
 - Ensure that the following benefits are coordinated and implemented smoothly and accurately: Long Term Disability, Short Term Disability, Flexible Spending Accounts and Health Insurance.
- Research new benefits for employees (ex: tuition assistance).
- Track Consolidated Federal Reporting salaries on Excel.
- Assist with payroll allocations among programs, making spreadsheets as necessary on Excel.
- Complete bank reconciliations.
- Assist with preparation of bank deposits.
- Track anniversary dates, change accruals, salary and cafeteria benefits as necessary. Notify Supervisors when annual reviews are due.
- Process all required employee fingerprints for New York State Justice Center, Office of Mental Health and Office of People with Developmental Disabilities and maintain Criminal Background Check Policy & Procedure Manual.
- Perform drivers' license checks with NYS LENS program for all employees.
- Maintain monthly Personnel Report for Board of Directors.

- Liaison for EAP (Employee Assistance Program).
- Complete TB authorizations for services at OMNI Medical.
- Primary contact for all staff regarding human resource issues. This includes, but is not limited to:
 - Intake of new employees including: review of benefits and policies; enrollment in selected benefits.
 - Review Employee handbook.
 - Documentation of progressive discipline.
- Inform Director of Finance/Human Resources of all human resource issues. Seek direction as needed.
- Assist Director of Finance / HR in conducting investigations as necessary. Resolve any potential crisis and/or conflicts with staff members.
- Coordinate open enrollment period, process benefit selections and yearly option selections.
- Correspond with Verizon Wireless regarding cell phones, check monthly bills for accuracy.
- Maintain job descriptions for all staff.
- Maintain personnel files.
- Maintain back up documentation and prepare vouchers for all HUD funded programs. Oversee and ensure agency is compliant with HUD requirements and regulations.

VI. *Other Duties:*

- In the spirit of teamwork, answer MHA's main office phone as needed.
- Participate in MHA's committees as needed.
- Duties outlined above are intended to describe the essential job functions, the general supplemental functions and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

VII. *Terms of Employment/Benefits:*

- Non Exempt.
- Forty (40) hours per week.
- Paid holidays, vacation, personal and sick leave according to MHA policy.

Please send letter of intent and resume to:
Maxine Edwards
Mental Health Association in Orange Co. Inc.
73 County Highway 108
Middletown, NY 10940
or fax to (845) 343-9665
or email to medwards@mhaorangenyc.com