



# JOB NOTICE

Date posted: August 1, 2018

Closing Date: August 17, 2018 or until filled

APPLICATION PROCEDURES: Send letters of intent and resume via Indeed or to HR, Box: Generalist, COMPASS Family & Community Services, 535 Marmion Avenue, Youngstown, Ohio 44502.

**Department:** Administration

**Title:** Administration/HR Generalist

**Salary \$:** Full time position. Monday – Friday.  
Position includes a competitive salary and benefits package based on skills and experience.

## **Duties to include:**

### **1. President/ CEO Administrative duties:**

- Provides direct administrative support to the CEO by reading, researching, and routing correspondence; collecting and analyzing information; initiating telecommunications.
- Responsible for flow of communication and will keep the CEO apprised of time sensitive issues that will affect the organization, Board and staff.
- Possess the ability to independently identify complex problems, develop effective options and implement solutions.
- Maintains client and Agency confidence and protects operations by keeping information confidential.
- Assist with planning and logistics of special Agency events.
- Maintains Agency plans; policies and procedures and handbooks.
- Serves as the CEO's administrative liaison to Agency's Board of Directors, Board Committees and Sojourner Advisory Committee as well as with other agency and/or governmental boards and executives.
- Coordinates communications with the Board and committees as directed.
- Maintains official documents of the organization including but not limited to Board/committee minutes, conflict of interest statements, resolutions, bylaws, policies and procedures and other as required.

### **2. HR Generalist:**

- Assist Human Resource Officer with special projects and assignments to include: hiring and on-boarding of new hires, compensation, benefits, workers compensation, retirement, unemployment, training and development and employee relations.

### **3. Payroll Processing:**

- Assists Payroll Specialist in performing various payroll functions for all COMPASS employees and client assessment using ADP payroll software.
- Maintains electronic time and attendance system to insure accuracy of reporting and compensation.
- Completes and processes contract statements for community based clients and on-call services.
- Monitors leave accruals and automated leave requests.
- Maintains, monitors and creates direct electronic uploads for staff pension deferments.
- Assist payroll specialist and HR Officer with maintenance of staff profile, FMLA and various payroll/HR related information.
- Ensures that documentation of various payroll processes is accurately created and maintained for historical comparisons and contrast.

### **4. Back-up for HUD Fiscal Management and Compliance Coordinator:**

- Prepares tenant leases, initial certifications, and annual re-certifications.
- Prepare and submit monthly rent invoices and periodic special claims billings.
- Maintains knowledge of current HUD regulations and billing procedures.
- Creates and maintains EIV monthly/ quarterly reporting.

### **Qualifications:**

**Education/Experience:** Bachelor's degree in business, human resources, finance or related field is required. 2 + years of experience in executive/ administrative functions, payroll, compliance and human resources is preferred. Experience working with Board of Directors and senior level management interactions is beneficial.

**Miscellaneous Requirements:** Criminal background check; pre-employment drug screen and clear driving record.

**Personal:** Excellent communication skills, both verbal and written, with ability to interact in a professional manner with internal and external customers. Proficient in Microsoft Office (Outlook, Word, Excel and Power Point) and Adobe Acrobat. Ability to manage a variety of activities and tasks with strong attention to detail, accuracy, and timeliness. Self-starter with ability to work independently and collaboratively, demonstrating judgment, critical thinking and problem-solving skills. Flexible with the ability to adapt to a complex and high priority work environment. Applied experience working with HRIS and ADP payroll systems is beneficial.

**Non-Exempt:** Eligible for overtime.

AN EQUAL OPPORTUNITY EMPLOYER - SERVICE PROVIDED  
THROUGH AFFIRMATIVE ACTION  
EOE-M/F/H including persons with disabilities and veterans