

HUMAN RESOURCES SPECIALIST/FINANCE ASSISTANT

POSITION: Human Resources Specialist/finance assistant

REPORTING TO: Township Manager
Township Board of Trustees

UNION: Non-union, full-time

COMPENSATION: **Salary range: \$75,000-\$85,000** (exempt)

DEFINITION:

This position is responsible for the following: Reporting to the township manager and finance director, this role will provide necessary support functions to township employees for all departments relative to human resources, personnel, benefits and payroll functions, while maintaining security and confidentiality in all matters. Additionally, this position will assist the finance director in various capacities, including but not limited to ...

PRIMARY DUTIES:

Human Resources

- Receive, process file and communicate (as necessary) with the township manager and clerk of activity, data and paperwork for new hires/current employees, workers' compensation/short-term/long-term claims, benefits and related processes, FMLA and ESTA.
- Assist in the review of compliance with all applicable local, state, county and federal regulations.
- Assist in developing and maintaining township policies related to employment and conduct.
- Assist in developing position descriptions.
- Advertise, collect applications, and participate on interview panels when filling open/vacant positions.
- Plan and coordinate employee and staff training, quarterly team-building activities.
- Participate in collective bargaining processes when necessary; profic

Payroll

- Receive, process and communicate with township manager and clerk all activity, data and paperwork for payroll-related activities, pay cycle data collection and processing, BS&A and UKG use for modules to generate pay & benefits-related activities, process/print checks or direct deposit payments and complete cycle paperwork.
- Calculate and complete special payouts for benefit bank time, workers' compensation, and various benefits and supplemental pay.
- Calculate and complete payments for bi-weekly/monthly wages and contributions to the IRS, State of Michigan, MERS, benefits program premiums, union dues and garnishments.

Finance

- Under direction of the finance director, perform various reconciliations and reviews.
- Assist with accounts payable processing and follow-up, and support same as necessary.
- Print and distribute purchase orders.
- Review financial documents for appropriate account coding.
- Assist with township budget development, audit preparation.
- Assume finance director responsibilities during vacations/absences
- Perform additional duties as assigned by finance director.

REQUIRED KNOWLEDGE & SKILLS

The individual filling this position should possess the following:

- Ability to develop credibility, trust and support with township staff and peers while utilizing discretion and sound judgment with sensitive information and confidential matters.
- Ability to assemble, organize, develop and present information to the township manager and elected officials from various source materials.
- Ability to understand the basic organization of municipal government and functions.
- Attention to detail and multi-tasking skills; ability to prioritize, problem-solve and meet deadlines
- Valid driver's license or the ability to obtain one.

DESIRED EDUCATION & EXPERIENCE

The individual filling this position should possess the following:

- Bachelors degree in human resources or related field preferred. A combination of advanced education and 5 or more years of a proven record of experience and performance in the HR field may be acceptable.
- A history of tenure and stability with increasing responsibility.
- Continued training and education in HR and/or personnel management.
- Proficiency with details of collective bargaining agreements and employee contracts.
- Proficiency with Microsoft applications (Word, Outlook, Excel, PowerPoint).
- Proficiency with BS&A applications; proficiency with UKG applications.

ADDITIONAL REQUIREMENTS

- Regular attendance, Monday through Friday, 8:30 am to 4:30 pm.
- Strong command of the English language, orally and written
- Ability to sit and stand in an office environment for long periods.
- Ability to alphabetize, organize, file.
- Strong customer service skills and the ability to work cohesively with different personalities.
- Willingness to engage in professional development sessions, seminars, etc.