COMMUNITY FOUNDATION OF SARASOTA COUNTY
JOB PROFILE: Human Resources Generalist, Office Manager

Date: March 31, 2022
Reports to: Director, Organizational Capacity
FLSA Status: X Exempt □ Non-Exempt

Purpose:

As HR Generalist / Office Manager you will touch and manage activity across several core business functions, including human resources, facilities, and administrative support. You will be working closely with a variety of leaders across the organization and report to the Director of Organizational Capacity.

Responsibilities:

Human Resources

- Assists with recruiting process including pre-screening, scheduling interviews, posting job descriptions, and maintaining internal records.
- Provides general administrative support such as preparing correspondence, forms, and reports, arranges meetings, composes regular correspondence, processes confidential reports and documents (electronic and hard copy files), and tracks deadlines.
- Manages sensitive and confidential matters including employee relations, organization changes, and protects the security of information, data, and files.
- Responds to and processes various requests from managers, employees, and others.
- Conducts new hire reference checks and background checks.
- Conducts new employee orientation programs and coordinates on-boarding of new staff with their hiring manager and other operational areas.
- Ensures all onboarding elements for new hires are handled in a timely manner, both elements handled directly and by following up with others to ensure their tasks are completed.
- Coordinates and provides the necessary support to roll-out all benefit programs and related communications. Responds to employee inquiries regarding benefits. Conducts new employee meetings when eligible. Reconciles benefit invoices.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, and performance reviews.
- Interprets, assists, and advises employees and managers regarding leave management and benefit administration, and HR procedures and policies within the specified guidelines.
- Actively leads in the planning and execution of employee events, committees, and functions.
Payroll

• Oversees the processing of employee timekeeping entries and reporting.
• Processes bi-weekly payroll.
• Prepares & processes 401(k) plan contributions.
• Maintain employee payroll records including mandated benefits, deductions, and payments.

Office Management

• Performs receptionist functions as primary backup for this operational area.
• Oversees daily operations of office needs.
• Coordinate with IT/Facilities department on shared building/operation tasks, office equipment and access of CFSC space to external organizations.
• Responsible for the overall organization of common supply, copier, storage areas and kitchen
• Participate in Emergency Management and Safety Planning’s & Committees.

Position Qualifications:

• High school diploma.
• Degree in Human Resource Management or Business Administration preferred.
• 5 or more years of general administrative assistant experience, including 3 years of HR administration experience are required.
• Good problem-solving skills.
• Competent computer skills to produce accurate and professional reports.
• Able to present information in forms, tables, and spreadsheets.
• Proactive in collaborating cross-functionally and facilitate a team building environment.
• Effective project management skills with the ability to deliver effective results, meet tight deadlines and targets.
• Highly developed communication skills with the ability to work effectively with any stakeholder group.

Technology Qualifications:

• Proficient use of Microsoft Word, Outlook, PowerPoint, and Excel.

General Performance Standards and Expectations:

In addition to satisfactory performance on all the essential job duties and responsibilities for this job, the Community Foundation of Sarasota County employees will strive to demonstrate our service philosophy of P.R.I.D.E in excellence to our internal and external constituents.

Purposeful Worker
Goal Oriented
Gets job done within deadlines
Self-Motivated
Takes Ownership
Accountable
Maintains required technical skills
Calm under stress

Respect
Respect for importance of everyone
Empathetic Listener
Ask and listen
Provides excellent customer service, both internal & external
Demonstrates qualities of a Servant Leader
Under promises and over delivers
Authentic, honest, genuine

**Inspirational**
Curious about new information
Creative, independent thinker
Problem solver – thinks outside the box
Continuous learner

**Dedicated Team Player**
Works well across disciplines
Adaptable to change
Listens to others’ ideas
Accepts different assignments

**Enthusiastic**
Excited about the CFSC mission
Optimistic, positive attitude

Approved:

_____________________________    _________________
Supervisor       Date

__________________________    __________________
President/CEO      Date

_______________________________   __________________
Director, Organizational Capacity    Date