

Job Description

Title: HR and Payroll Generalist

Reports To: Director of Operations & Finance

FLSA Status: Exempt

Employment Status: Full-time



About HRAnswerLink

We started with a simple idea: every organization, no matter how small, deserves great HR. At our core, we believe in helping our clients create great places to work. Because of that, we take pride in doing the same within our own company -- a collaborative, creative, and innovative firm headquartered in downtown Portland. Repeatedly recognized as one of the 100 Best Companies to Work for in Oregon, we embrace creativity and fresh ideas and encourage each employee to make a positive impact on the company and our clients every day.

We pride ourselves on valuing work-life balance and caring for our employees. We offer a competitive and unique benefits package for our employees including personalized paid time off, employer-sponsored medical/dental/vision insurance, 401(k) plan with employer match, paid sabbaticals, paid volunteer hours, tuition reimbursement, a commuter benefit and many more perks.

Job Summary

We are looking for an enthusiastic and detail-oriented HR professional who will thrive in a fast-paced and continuously-evolving environment. This person will help our internal operations run smoothly and partner with management on industry best practices. This role serves as the HR point person in a company full of certified HR professionals, so the incumbent must be confident while also open to feedback and willing to learn.

Essential Duties and Responsibilities

- Organize and administer semi-monthly payroll
- Develop and implement personnel policies and procedures
- Administer the compensation program using PayScale compensation software
- Manage open enrollment and benefits administration
- Maintain HRIS records and compile reports as needed
- Ensure compliance with federal, state, and local employment and benefits laws and regulations
- Complete all mandatory reporting and tracking, including EEO-1, ACA, OSHA, FMLA, Workers Comp, etc.
- Guide managers in executing corrective action and fostering continued improvement
- Employee relations for local and remote team members
- Manage performance management process to ensure timely completion
- Coordinate and enhance employee recognition programs

Required Qualifications

- HRCI or SHRM Human Resources Certification
- Experience successfully running payroll
- Leave Administration
- Benefits Administration
- Experience with an HRIS system
- Strong knowledge of federal and state laws

Preferred Qualifications

- Experience with HR Technology Solutions like Namely and PayScale
- Experience with fast-growing and evolving companies

Physical Demands and Work Environment

While performing the duties of this job, the employee is regularly required to communicate via telephone and email. The employee is frequently required to remain in a stationary position and occasionally required to move from one location to another. The employee will constantly use computer and office productivity equipment such as a desktop computer, laptop, printer, and calculator, as well as computer software such as the Microsoft Office Suite. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

The office has an open floor plan with limited privacy and the noise level is usually moderate.

HRAnswerLink is an Equal Opportunity Employer

HRAnswerLink takes equal opportunity seriously and will not discriminate based on an applicant's inclusions in any class protected by state or federal law.