

## HR SENIOR GENERALIST

**STATUS:** Full-time, Exempt

### HOURS/OVERVIEW

- 40+ Hours per week
- The Human Resources Sr. Generalist is a key member of the Felins team, who ensures the HR function is maintaining compliance while managing benefits and payroll. The ideal candidate is fun and energetic with great communication skills. This candidate should have a high attention to detail and accuracy.

### DESCRIPTION / RESPONSIBILITIES:

- Payroll
  - Accurate processing, reconciliation and reporting of weekly, bi-weekly and special payrolls
  - Managing PTO program
  - Timely and accurate uploads of 401(k) & Pension data
- Benefits Administration
  - Adminstrate benefit plans including: health, dental, vision, disability, 401(k), FSA, HRA, Life
  - Lead open enrollments for benefit plans
  - Provide guidance to management on plan offerings during renewal periods
  - Review monthly invoices and approve for payment
- Culture & Recruitment
  - Lead recruiting effort and assist hiring managers through interview process
  - Embody Felins culture and champion our core values
  - Timely onboarding of new hires, including benefit enrollments, payroll & welcome kits
- Compliance
  - Maintain HR records & provide necessary reporting for federal, state & insurance compliance
  - Maintain compliance with Union requirements and support any requests
- General
  - Provide recommendations on compensation with appropriate supporting data
  - Reconciliation of annual W2's
- Support continuous improvement projects to help increase efficiencies and productivity

### QUALIFICATIONS:

We pride ourselves on being flexible, but there are some things we feel strongly about. An ideal candidate must exhibit the following traits:

- FUN, passionate attitude with customer-focused mindset and can-do energy
- Sets an example for others through actions that support and reinforce Felins' mission and core values
- 2-5 years of experience with a bachelor's degree in Human Resources; PHR/SPHR certification is a plus
- Highly detailed individual who ensures accuracy is paramount to success while meeting deadlines
- Self-starter who thinks critically and can work independently or with a team
- Staying organized while handling multiple projects and fast paced priorities
- The ability to maintain information that is both sensitive and confidential
- Experienced and skilled user with Microsoft Office (Outlook, Excel, Word) & ADP

The HR Sr. Generalist will report to the Chief Financial Officer.