

HUMAN RESOURCES MANAGER

Methodist Home for Children (MHC), headquartered in Raleigh, is a 501(c)(3) that serves some of the most vulnerable people in our state: children who've been through revolving short-term foster placements, who were born addicted to drugs, and who have suffered physical and psychological abuse. We serve teenagers who are lost to themselves because of mental illness, substance abuse and other destructive behaviors. We serve families on the verge of dissolving and losing everything precious in life. MHC partners with public agencies to serve children in crisis, and we raise private funds to ensure that we can deliver the best in evidence-based services. Learn more about us at <http://www.mhfc.org/>

Methodist Home for Children is seeking a **Human Resource Manager** to join its team. The HR Manager will perform, coordinate, and supervise a variety of human resource activities involving benefits administration, personnel policies, labor law compliance, and HRIS/payroll systems.

Major Responsibilities:

1. Administer agency benefits and insurances, including processing of new hires, terminations, and changes. Process insurance claims and FMLA requests. Prepare and verify monthly benefit and insurance billings for payment to vendors.
2. Research and negotiate new and existing benefits plan structure and rates.
3. Conduct and effectively communicate employee onboarding and benefit enrollment sessions. Provide ongoing communication of benefits coverage to employees.
4. Review and verify payroll processing, communicate personnel labor cost and utilization reports to operations managers, verify payroll tax reports, and process federal and state labor reports.
5. Ensure compliance with employment laws and Agency personnel policies, and COBRA notifications.
6. Coordinate annual employee evaluation and improvement process. Maintain compensation schedules and job descriptions and compliance with DOL overtime regulations.
7. Maintain personnel files and accuracy of information in HR and payroll system. Respond to employment verifications.
8. Manage workers' compensation insurance claims to minimize impact to Agency coverage and rates. Develop and communicate safety policies with Agency risk manager to minimize workers' compensation and vehicle insurance costs. Coordinate drug testing process for current employees, as needed.
9. Manage Human Resources Payroll Systems Specialist.
10. Perform other related duties as assigned by Vice President of Financial Services

Are you qualified?

Qualified candidates **MUST** meet our minimum requirements:

- Bachelor Degree
- Three-to-five years of Human Resource Generalist experience, having worked in HR Information Systems, payroll, and benefits administration
- Verbal and graphic communication skills in communicating HR programs
- Computer software proficiency in accounting, spreadsheets, and word processing
- Ability to travel to Agency locations (primarily NC) to communicate HR policies and assist managers in employment administration

Preference will be given to candidates who meet the minimum qualifications AND

- Possess Human Resource Certification, or substantial completion of requirements
- Have experience with Ultimate Software