

Lutheran Services Carolinas

Job Description

Job Title: Human Resources Specialist

Supervisor (title): Administrator

Department: Business Office

Approved by: B. Welch Thomas



Date: 12/2/2016

Position Purpose/Summary:

The Human Resources Specialist administers employee health insurance plans companywide; and is responsible for the preparation and delivery of payroll and the coordination of accounts receivable/accounts payable process within established guidelines and timeframes. This position acts as a liaison between employees and insurance providers to resolve benefits-related problems and ensure effective utilization of plans and positive employee relations. This position provides administrative support to the HR function as needed (e.g., correspondence generation, record keeping, file maintenance, HRIS entry). The HR Specialist also ensures plans are administered in accordance with federal and state regulations and plan provisions is followed.

Essential Functions

1. Delivery of full spectrum human resources services to include processing new hire paperwork in appropriate systems and conducting new hire and benefits orientation. Active participation in HR Council.
2. Administration of all benefit programs such as life, health, dental, retirement plans, and paid time off and processing of related enrollment changes in the online benefit system.
3. Coordinate enrollment information for eligibility, status changes, terminations, etc. with deductions in the payroll system in a timely manner.
4. Maintenance of employee files and employee information in various systems to include HR/Payroll and Benefit systems; activities include input of employee information, updating profiles as necessary, as well as termination of records in a timely manner.
5. Reconciliation of monthly benefit invoices within listed deadlines.
6. Oversees the workers compensation process and responsible for filing of workers compensation reports with the workers compensation carrier within required deadlines.
7. Responsible for maintenance of OSHA log and annual required posting.
8. Management of all leave of absence programs such as FMLA, Short term disability, workers compensation, etc.
9. Conducts the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization such as I-9's, E-Verify, OIG records, driving records, etc.
10. Responds to inquiries from staff and department managers regarding policies, procedures, and programs
11. Process unemployment claims using Case-builder tool and participates in unemployment hearings as needed.
12. Prepare reports for management as requested including monthly turnover report and data for PBJ.
13. Assists LSC Administrative Office staff during audit period.
14. Other duties as assigned.

15. **Accounts payable responsibilities (if applicable):**

- Processes all invoices to appropriate department; makes sure invoices are signed and account numbers correctly listed,
- Maintains file of all invoices.
- Records 1099 form at each calendar year.
- State/Federal garnishment administration.

16. **Account receivable Responsibilities (if applicable):**

- Responsible for administration of new admissions.
- Coordinate flow of information for residents when discharged, leave of absence, hospital admissions, etc.
- Facilitate documentation of funds received and monetary transactions related to Residents for services such as salon, pharmacy, room services, guest meals, nursing supplies, etc.
- Maintenance and upkeep of daily census.

Supervisory Responsibilities, if any:

In some locations, supervision of Receptionists.

Qualifications (Minimum Job Requirements):

Education: Minimum 2 year degree; or equivalent work experience in human resources or related field.

Experience: Minimum 2 years experience in Human Resources or related field; applied knowledge and familiarity with payroll functions and accounts payable.

Specific skills/abilities: Proficient in Microsoft Office software (Word, Excel, Power Point, Email), etc.; data entry skills, general math skills; attention to detail. Ability to maintain confidential information acquired during the course of business. Proven ability to communicate to all levels of employees.

Working Conditions/Physical Requirements:

1. Office environment; long periods of sitting in front of computer.
2. Ability to bend, stoop, reach overhead.
3. Ability to lift and carry minimum 10 pounds.
4. Ambulatory throughout facility.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

Employee Signature

Date

Supervisor Signature

Date

Employee signature constitutes employee's understanding of the requirements, essential functions, and duties of the position.