



## JOB DESCRIPTION

**Job Title: Human Resources Director**

**Class Code: 107**

**Prepared: May 2023**

**FLSA Status: Exempt**

**Salary Grade: 15**

**Revised: May 3, 2023**

**Nature of Work:** Under the general supervision of the CFO, manages human resource function and performs a variety of technical accounting support functions including payroll, enters data, processes technical and accounting documents. Works with CFO to develop, implement and review human resource policies., and performs a variety of administrative and human resources support duties; performs related work as assigned. Works as a team with CEO and Director of Marketing and Communications to establish internal communications plan.

**Supervision Received/Exercised:** Works under the general supervision of the CFO; has supervisory responsibilities.

**Essential Job Functions:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

### ***Human Resource Functions***

- Oversees human resource activities.
- Benefits management including medical, dental, retirement, etc.
- Personnel policy manual updates
- Manage the staffing process, including recruiting, interviewing, hiring, and onboarding.
- Ensure job descriptions are up to date and compliant with all local, state, and federal regulations.
- Develop training material and performance management programs to help ensure employees understand their job responsibilities.
- Works with consultant to create and maintain a compensation strategy for all employees based on market research and pay surveys; keeps the strategy up to date.
- Investigate employee issues and conflicts and brings them to resolution.
- Ensure the organization's compliance with local, state, and federal regulations.
- Works with consultant to manage performance evaluation system including merit increases, pay decreases and bonus as applicable.

### ***Accounting Functions***

- Manages the Payroll function.
- Helps CFO with annual budget preparation.

- Helps CFO with annual internal and external organization and program audits.

#### ***Administrative Functions***

- Maintains a complete filing system for all vendor/consultant contracts, W-9s and 1099s.
- Manages all office ordering of necessary supplies, printing, etc. with assistance from Human Resources Coordinator
- Performs annual inventory of office equipment.
- Works with CEO and Director of Marketing and Communications to manage internal communications.

#### **Minimum Requirements:**

**Training and Experience:** A bachelor's degree in Human Resources, Business, Accounting or a related field, AND five (5) years related work experience in both human resources and accounting/finance; OR an equivalent combination of training and experience.

#### **Required Knowledge of:**

- Carolina Small Business Development Fund organization,
- Human resources policies, procedures, and standards.
- Software relative to financial operations.

#### **Required Skill in:**

- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; able to apply these strategies and practices in compliance with employment regulations.
- Ability to create a culture of diversity, inclusivity, collaboration, and teamwork.
- Experience with analyzing data to guide strategic employment planning.
- Monitoring and ensuring compliance with human resources regulations, policies, and standards.
- Analyzing data and preparing reports.
- Effective verbal and written communication.
- Skill and culture and team building, as well as employee relations
- Assessing and prioritizing multiple tasks, projects and demands.
- Establishing and maintaining cooperative working relationships with co-workers.

#### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is principally sedentary but may involve some physical exertion while performing the duties of this job. The employee is frequently required to sit and talk or hear, and is occasionally required to drive, stand and walk. The employee must occasionally lift and/or move up to 25 pounds. As an exempt employee, may work

extended hours due to the necessity of attending meetings or other assignments; may be required to work in the evenings and on weekends.

**Work Environment:**

Work involves the normal risks or discomforts associated with a standard office environment and is usually in an area that is adequately heated, lighted and ventilated.