HUMAN RESOURCE ASSISTANT

POSITION PURPOSE

Under general supervision, performs a range of varied, complex, and confidential administrative and fiscal support for Human Resources and Finance; performs related work as assigned. The Human Resources Assistant reports to the Human Resources Director.

ESSENTIAL DUTIES

* + - Provides varied, complex, and confidential administrative support to Human Resource Director and other management staff, including preparation of written materials, scheduling meetings, and organizing events.
* Using Microsoft Office suite, accurately prepares complex documents including grant proposals, meeting minutes, correspondence, reports, charts, and other materials from brief instructions.
* Prepare presentation materials for use by others, editing content and adding

appropriate graphic and design elements. These responsibilities may include

creating basic web content.

* Respond to and initiate inquiries (questions regarding purchasing, personnel, insurance,

facilities, administration, specialized programs, etc.) Explain policies, answers questions, and independently resolve problems whenever feasible.

* Assists in the research and preparation of grant and funding applications; ensures compliance with issued instructions for application preparation.
* Receives and screens phone, fax, mail, and e-mail communications; responds appropriately by providing information or forwarding the communication to the appropriate person. May provide back up for lobby operations.
* Supports all Finance Department positions. Expected to perform some Accounts Payable, Accounts Receivable, and Payroll duties as assigned.
* Maintains specified administrative files, including electronic files; oversees receipt, submission, tracking, and filing of contracts and other critical agency correspondence.
* Accurately enters information into the human resource database and other administrative databases, generates reports, and as assigned, interacts with software consultant to troubleshoot.
* Verifies human resource documents and forms to ensure completeness, accuracy

and compliance with human resource policies and procedures; follows up with

departments to ensure resolution

* Provides answers to routine questions, resolves policy or procedure-related

problems and refers more complex questions and requests to human resource staff

with the appropriate expertise.

* Represents Changing Tides Family Services at community meetings as assigned
  + - Oversees a variety of ongoing tasks such as coordinating maintenance of agency cars, including registration and warranty, and contacting landlord regarding site repairs and safety concerns.

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* Assists with gathering and compiling information for annual 990 Form and program audits and reviews; generates content, compiles and organizes records and files, and formats agency documents such as strategic planning reports and agency annual reports.
* Schedules meetings and oversees meeting set-up and take-down; makes room arrangements; sets up audiovisual equipment; coordinates food service, obtains insurance certificates
* Provides direct support to other divisions, as needed with little notice and a minimum amount of training, including quality assurance tasks such as file reviews.
* Distributes Changing Tides Family Services Policies and Procedures and maintains distribution records; updates index and other related documents and ensures Policy and Procedure Binders throughout the agency are complete and up-to-date.
* Drives in the course of work
* Communicates effectively orally and in writing, using correct English grammar, spelling, and punctuation.
* Manages multiple projects accurately and is able to perform high quality work in spite of multiple interruptions.
* Exercises sound judgement.
* Maintains confidentiality of personnel, medical, vendor, financial, or any other similar information encountered in the course of work.
* Complies with Changing Tides Family Services Personnel Policies and other formal Changing Tides Family Services guidelines and policies.

# QUALIFICATIONS

**Education and Experience:**

Minimum 2 years’ experience providing complex confidential office support. Documented experience performing human resource duties, including processing paperwork, and documented experience performing finance-related duties, including accounts payable, and payroll processing. BA degree desirable.

## **Other Requirements**

* Flexibility to work occasionally during the evenings, weekends, or early mornings.
* Word-processing speed of at least 80 wpm from printed copy.
* Ability to lift bulky items up to 20 lbs.
* Ability to use a computer for extended periods.
* Ability to pass a criminal background check.
* Possession of a valid California driver's license, current insurance, and access to a vehicle for work.

8/11/17