



ADMINISTRATION & HUMAN RESOURCES MANAGER JOB DESCRIPTION

Title: <i>Administration & Human Resources Manager</i>	FLSA Status: <i>Exempt</i>	Shift: <i>Monday to Friday 7.5 hour shift ; Day Shift</i>
Reports to: <i>President & CEO</i>	Department: <i>Human Resources / Operations</i>	Employment Status: <i>Full-Time</i>
Supervisory Responsibilities: <i>Yes</i>	Location: <i>Belmont, NC</i>	Date Created/Last Evaluated: <i>June 14, 2022</i>
Salary: <i>\$40,000 to \$50,000</i>		
<p>Summary</p> <p><i>The individual must support the goals, philosophy, values, and Mission of the Sisters of Mercy and the House of Mercy, Inc. The role of the Administration and Human Resources Manager is to serve as the operational leader for all administrative duties including service to the Board of Directors and run the daily functions of the Human Resource (HR) department including hiring and interviewing staff, administering pay, benefits, and leave and enforcing company policies and practices. This position will manage projects, coordinate activities, and oversee important relationships with both internal and external partners.</i></p>		
<p>Qualification Requirements</p> <p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p>		
<p>Minimum Qualifications</p> <ul style="list-style-type: none"> ● <i>High School Diploma or equivalent</i> ● <i>3 or more years of experience as an office manager</i> ● <i>Ability to read and interpret documents such as safety rules, operations manual, policies, benefits plans, employee handbook and written directions.</i> ● <i>Ability to write reports, add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.</i> 		
<p>Knowledge, Skills and Abilities</p> <ul style="list-style-type: none"> ● <i>Excellent verbal and written communication skills required.</i> ● <i>Strong empathy and interpersonal skills.</i> ● <i>Excellent negotiation and conflict resolution skills.</i> ● <i>Excellent time management skills with a proven ability to meet deadlines.</i> ● <i>Ability to prioritize tasks and to delegate them when appropriate.</i> ● <i>Ability to act with integrity, professionalism, and confidentiality.</i> ● <i>Good knowledge of employment/labor laws.</i> ● <i>Aptitude in problem-solving and analytically driven.</i> ● <i>Must be proficient in MS Office Suite, Google Workspace, and donor management software programs.</i> ● <i>Familiarity with HRIS/Payroll software, ADP preferable.</i> 		
<p>Supervisory Responsibilities</p> <p><i>1 Office Clerk</i></p>		
<p>Essential Functions</p> <ul style="list-style-type: none"> ● <i>Create correspondence (e.g. invoices, reports, memos, letters, agendas, and other documents) using word processing, spreadsheet, database, or presentation software.</i> ● <i>Perform general office duties such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.</i> ● <i>Record, compile, transcribe, and distribute minutes of meetings.</i> ● <i>Maintain fiscal information; updating the donor database, monitoring accuracy of bank deposits, invoicing for services provided, and creating reports.</i> ● <i>Submit invoices to CPA firm for payment, monitoring accuracy of payments and maintaining file records of all invoices and payment information.</i> ● <i>Maintain resident records, including resident funds (i.e. Social Security, Supplemental Security Income, and Special Assistance) and distributing monthly resident personal needs allowances.</i> ● <i>Supervise the Office Clerk and ensure that time for that position is used to the benefit of the administrative and clinical teams.</i> ● <i>Partners with the leadership team to understand and execute the organizations human resource and talent strategy particularly as it relates to current and future talent needs, retention, and succession planning.</i> ● <i>Administer all phases of human resources (employee relations, compensation and benefits, talent acquisition and recruitment, training, safety and compliance, development and implementation of human resource policies).</i> ● <i>Gather and analyze data with useful HR Metrics, like time to hire and employee turnover rates</i> 		

- *Process payroll, including entry of employee time records, wage computation, employee deductions, garnishments, per diem, and reimbursements.*
- *The Administration and HR Manager also serves as the "Security Officer" as detailed in the Health Insurance Portability and Accountability Act of 1996 (HIPAA).*
- *Serves as Administrator-On-Call.*
- *Other duties as assigned.*

Physical Demands

Requires frequent standing, sitting, walking and driving of automobile. Requires occasional long or irregular hours working, including after hours and weekend administrative call. Strength, stooping, crawling, fingering, hearing, color vision, climbing, kneeling, reaching, feeling, tasting/smelling, depth perception, field of vision, balancing, crouching, handling, and talking.

Work Environment

Requires inside work with occasional exposure to intermittent noise and other general office condition.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.