



## JOB DESCRIPTION

Position Title: Human Resource Generalist / Accounting Support  Exempt  
Reports To: Director of Financial Operations  Non-Exempt

Print Name: \_\_\_\_\_

Applicant/Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Responsible for maintaining the Association's human resource department, including benefits administration, 401(k) plans, workers' compensation, compensation programs, and workplace safety. Also responsible for payroll timekeeping and assisting the accounting department as needed.

### ESSENTIAL RESPONSIBILITIES AND RESULTS

#### ***Human Resource Generalist***

- Manage and administer employee benefits programs, including evaluating and recommending enhancements as needed.
- Handle enrollment, changes, and termination for all employee benefits.
- Assist and respond to benefit claims and questions regarding employee benefit insurance, workers compensation, and other inquiries.
- Participate in the annual evaluation and recommendation process for employee benefits offerings.
- Schedule annual 401K meetings handle 401K employee enrollment, withdrawals/loans, and bi-weekly 401K contributions.
- Assist managers with employee performance evaluations, disciplinary actions, investigations, and proper documentation for personnel files.
- Provide training to managers and staff about human resource procedures.
- Oversee the organization, storage, and maintenance of HR documentation in physical and electronic formats.
- Prepare, oversee, and perform all payroll related functions, which includes time and attendance and payroll submittal.
- Maintain and audit vacation accrual and usage tracking to verify alignment and accuracy between time and attendance records and payroll software.
- Prepare and maintain accurate overtime reports for payroll and management review.
- Ensure all yearly labor law posters are updated and distributed.
- Regularly upload employee documents to ADP.
- Review all benefit carrier invoices for accuracy and make any necessary edits.
- Oversee and manage all workplace health and safety programs, ensuring regulatory compliance, conducting risk assessments and incident investigations, delivering safety training, and implementing corrective actions to maintain a safe and compliant work environment.
- Ensure accurate recordkeeping and maintenance of all OSHA and Ca/OSHA logs in compliance with regulatory requirements.
- Evaluate documentation related to employee matters and investigations for accuracy, relevance, and compliance before placement in personnel files; recommend edits, additional documentation, or corrective measures to ensure proper recordkeeping and adherence to organizational policies and employment laws.
- Stay current on HR trends, best practices, and employment law updates to ensure organizational compliance and effective HR operations.
- Serve as a backup for conducting interviews and facilitating the onboarding process for new employees.

**Accounting Support**

- Participate in Administration/Accounting department weekly staff meetings.
- Prepare and record month-end journal entries aligned with the Association's accounting cycle, with month-end closing occurring on the 15th of each month.
- Prepare Board financial reports.
- Prepare and remit monthly sales tax and quarterly lodge tax filings in accordance with applicable regulations.
- Prepare and submit all required government reports in compliance with federal, state, and local regulations.
- Conduct analyses of financial reports comparing budget to actual figures. Analyze financial information for any variances, trends in financial performance and potential problems; prepare reports for the General Manager, Director of Financial Operations, and the Board.
- Prepare general ledger and trial balance, balance sheet reports and departmental financial reports.
- Coordinate annual budget process with managers and assist the Director of Financial Operations with the budget package for the budget committee.
- Prepare or oversee the preparation of schedules and reports in preparation for the annual year-end audit and tax filing with outside accounts.
- Undertake additional tasks and special projects as needed, supporting both Human Resources and Accounting functions to ensure smooth departmental operations and alignment with organizational goals.

**AMOUNT OF SUPERVISION RECEIVED**

This position reports to the Director of Financial Operations. This position receives little to no supervision but does receive occasional direction or instruction from the General Manager and Director of Financial Operations.

**INTERACTION WITH OTHERS**

This position interacts frequently with the General Manager, Director of Financial Operations. This position also interacts daily with all departments within the Association at management level. This position provides guidance to accounting and administrative staff. This position interacts frequently with the insurance company and occasionally with the company attorneys.

**SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibility.

**PHYSICAL DEMANDS**

This position requires occasional standing, walking, stooping, kneeling, or crouching. The position requires the incumbent to sit at a desk for extended periods of time and requires frequent talking, hearing, use of hands and fingers and reaching with hands and arms. Incumbent must be able to lift 25 pounds on an occasional basis. Good close vision, depth perception and ability to adjust focus are also required to perform the duties of this position.

**WORK ENVIRONMENT**

A moderate to loud noise level is typical for the work environment of this job.

**USE OF DISCRETION AND INDEPENDENT JUDGMENT**

This position makes recommendations and decisions based upon legally and financially acceptable procedures. Incorrect decisions could result in some monetary loss which is mitigated by adherence to guidelines and by annual audits conducted by an outside CPA firm. In addition, the Treasurer reviews financial decisions of any consequence

## Human Resource Generalist/Accounting Support

to the organization. This position makes recommendations for changes to benefit plans. Most higher-level decisions affecting employment require the approval of the General Manager or Board of Directors.

**EFFECT OF POSITION ON ORGANIZATION OR ON ORGANIZATION'S CUSTOMERS/CLIENTS**

This position can have a significant impact on the organization as it provides recommendations about the operations of the organization as they relate to the Association's financial position. This position formulates personnel, benefits, compensation, and safety policies that impact employment and the safety of employees. This position represents a company with attorneys, and state and federal agencies regarding employment issues.

**QUALIFICATIONS REQUIRED**

- Education: Requires a High School diploma or equivalent. BA in Accounting, Finance or Business Management is preferred.
- Experience: Requires a minimum of 2 years' experience in human resources as well as a minimum of 5 years' accounting, financial and budgeting experience.
- Communication skills: Excellent oral, written, communication and presentation skills. Must have strong people skills, including outstanding customer service.
- Mathematical skills: Must have college level math skills.
- Computer skills: Proficient with Microsoft Suite with strong knowledge focusing on Excel and Word. Requires basic computer skills. Must be proficient with ten-key calculator by touch.
- Reasoning ability and other skills: Must have strong organizational skills, be objective and have strong problem solving.
- Certificates or licenses: None required. Microsoft Office Specialist certification a plus.

**Distribution Upon Completion**

Original: Human Resources

Copy: Manager

Copy: Employee