

## Job Posting

**Position Title:** HR Supervisor

**Reports to:** Executive Director

**Hours:** 30 hours weekly, Monday through Friday

**Position Overview:** Beverly Bootstraps is committed to providing a rewarding place to work for its staff. Working closely with the PEO, the HR Supervisor will be responsible to implement and ensure compliance with personnel policies and procedures, provide meaningful and accurate advice and support to management and staff, recruit and onboard new staff, as well as administer payroll. The HR Supervisor will also assist the Executive Director and Management team to maintain best human resource practices and a mission-driven, positive culture.

### **Position duties and responsibilities:**

- Act as the liaison to the PEO co-employer for payroll, hiring, terminations, leaves, unemployment claims, legal issues, employee relations, training and development;
- Administer HR policies and programs, such as benefits administration to include Open Enrollment, employee handbook update; best practices for HR procedures; educate new managers on HR processes;
- Post open positions internally and externally; maintain personnel records; review and submit all personnel actions into the system; coordinate new hire paperwork including I-9, background checks and driving records;
- Manage timesheet system; review submitted hours to budget; ensure timely payroll uploading and approval; report employment statistics monthly to Department of Labor;
- Oversee administration of 401(k) plan; ensure compliance in collaboration with third party administrator;
- Responsible for scheduling and planning All Staff meetings;
- Work to strengthen the awareness and understanding of the agency mission to all staff;
- Work with the management team to encourage a culture of diversity, equity and inclusion.
- Collaborate with management team on their team interactions; consult on individual situations to resolve with best outcome; attend discipline meetings between manager and direct report as necessary to support the manager;
- Recognition Committee chair; supervise employee communication including HR News, internal employee website content, bulletin boards, hard copy communication and text lists;
- Collaborate with leadership to create annual Holiday and Closures Calendar; request permit from City of Beverly to open on MA-restricted holiday (Veteran's Day);
- Coordinate trainings such as Harassment, CPR/First Aid;
- Organize annual performance review process; collect signed reviews and job descriptions;
- Publish monthly headcount reports and org charts;
- Coordinate and participate in New Hire Orientation;

- Monitor and report on monthly HR KPIs;
- Help create budgets; monitor expenses; approve invoices for payment;
- Coordinate intern inquiries and paperwork
- Back up to Volunteer Coordinator for CORI verifications and CORI requests;
- Adhere to the Beverly Bootstraps Security Plan and Procedures as well as all WISP policies;
- Comply with all policies and procedures as outlined in the Beverly Bootstraps Employee Handbook;
- Should be compassionate and kind; should work with integrity in all relations; should understand our mission and be invested in Beverly Bootstraps.

**Job Qualifications:**

- Bachelor's degree with 2-4 years of experience performing HR-related functions, preferably in a nonprofit environment, is required; however, a combination of education and experience will be considered;
- Two plus years of experience with payroll, time and attendance as well as an understanding of wage and hour laws is preferred;
- Proficiency with MS Office required; experience working with TimeClock Plus and PrismHR systems highly desired;
- Ability to partner with management on compliance with personnel policies while also providing meaningful and accurate information on all aspects of the HR function to entire agency;
- Demonstrated strong attention to detail;
- Excellent problem-solving, critical thinking and analytical skills;
- Sound judgement and high level of professionalism and discretion

**Statement of Non-Discrimination:**

Beverly Bootstraps believes that one of the great strengths of community is the rich diversity of its residents in race, religion, national origin, ethnicity, gender, sexual orientation, gender identity and expression, marital status, age, height, weight, physical or mental disability, veteran status, pregnancy, or any other protected characteristic as established by law. Beverly Bootstraps affirms publicly its moral and legal commitment to a policy of equal opportunity and non-discrimination in employment.