



Human Resources Manager (Professional Services)

Human Resources Manager Skills and Qualifications:

Talent Management, Human Resources Management, Benefits Administration, Performance Management, Communication Processes, Compensation and Wage Structure, Supports Diversity, Classifying Employees, Employment Law.

Human Resources Manager Job Responsibilities:

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices.

Human Resources Manager Job Duties:

Maintains the work structure by updating job requirements and job descriptions for all positions.

Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; recommending changes.

Directs and manages college recruitment, NJCPA Society engagement and vendor recruitment contracts and relationships.

Prepares employees for assignments by establishing and conducting orientation and training programs.

Responsible for Human Resources related training programs including cyber-security training.

Ensures planning, monitoring, and appraisal of employee work results by maintaining performance management software system; training managers to coach and discipline employees; scheduling management conferences with employees; hearing and resolving employee grievances; counseling employees and supervisors.

Completes human resource operational requirements by scheduling and assigning employees; with emphasis on managing staff productivity/staff utilization and following up on work results.

Career counseling, staff planning, internal bench-marking and skills assessments to provide strategic counsel to the personal committee on existing needs and future staffing needs of the firm.

Assists in employee Departure Processes including Exit Interviews.

Maintain employee engagement program including stay interviews; employee recognition; event management.

Maintains a pay plan by conducting periodic pay surveys; scheduling and conducting job evaluations; preparing pay budgets; monitoring and scheduling individual pay actions; recommending, planning, and implementing pay structure revisions.

Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.

Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.

Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

Maintains historical human resource records by designing a filing and retrieval system; keeping past and current records.

Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.

Contributes to team effort by accomplishing related results as needed.

Requirements

- Reports to Chief Operating Officer and Personnel Committee.
- Bachelor's degree in Human Resources, Business or a related field required.
- Professional HR certification is required.
- A minimum of 7 years of progressive HR experience preferably in the public accounting or professional services industry.
- Must be able to travel to all four NJ locations on an as-needed basis.
- Demonstrates confidentiality.
- Knowledge of Employment Law (Federal & State).
- Team Player.
- Detail-oriented.
- Multi-tasker.
- Must be flexible with different personalities.
- Knowledgeable of HRIS systems & MS Applications.
- Must be able to work in a fast paced high volume environment with strong communication skills.
- Pragmatic, with ability to devise right-sized solutions to problems, often with incomplete information.
- Ability to effectively present information
- Ability to influence behaviors across team and inspire results
- Ability to write reports, business correspondence and procedures

Qualified candidates are invited to apply via <http://www.hfacpas.com/careers/apply-online/>