

**CHAMPIONS FIRST CREDIT UNION**  
**HR Generalist – TALLAHASSEE, FLORIDA**  
**Job Posting**

**THE CHAMPION'S CHOICE**

Champions First Credit Union, the Champion's Choice, is seeking an ambitious team player who will be a champion for our members and play a leading role in maximizing their financial well-being.

Are you looking for a fulfilling career with a forward thinking, collaborative team where you are not only leading the charge but being coached to reach your full potential? Ready to join our winning team? [Apply online today!](#)

**General Summary**

Under the supervision of the HR Director, the Human Resource Generalist performs work of moderate difficulty in payroll, benefits administration, and employee relations. Administers employee health and welfare plans and acts as a liaison between employees and insurance providers. This role provides administrative support to the human resource function as needed, including supporting payroll processes, coordinating recruiting efforts, onboarding, off-boarding, record-keeping, file maintenance, HRIS data entry and reporting, and some low-level employee relations matters.

**Essential Functions**

1. Assists the department in carrying out various human resource programs and procedures for all company employees.
2. Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
3. Performs customer service functions by responding to employee requests and questions; escalates requests to HR Director, as necessary.
4. Responsible for recruiting process including screening applicants, conducting initial phone screenings, coordinating interviews with hiring managers and candidates, tracking status of candidates in HRIS, and responding with follow-up letters at the end of the recruiting process.
5. Conducts new-employee orientations; administers pre-employment tests; conducts reference checks.
6. Completes e-Verify process and responds to e-Verify cases requiring action.
7. Submits online investigation requests and assists with new-employee background checks.
8. Performs routine tasks required to administer and execute human resource programs including but not limited to leaves of absence, disciplinary matters, disputes and investigations, and recognition.
9. Maintains HR department page on company intranet, submits human resources related posts to intranet home page.
10. Reconciles benefits statements.
11. Assists with audits of payroll, benefits or other HR programs and ensures recommended corrective actions are implemented.
12. Assists with the payroll process including verifying time entries, processing changes in the HRIS system, reviewing and approving/denying time off requests, entering bi-weekly payroll for processing.
13. Assists with processing of terminations.
14. Assists with the preparation and management of the performance review process.
15. Helps maintain company organization charts and the employee directory.
16. Assist with the planning and coordination of company events including staff meetings, holiday parties, and annual picnics.
17. Maintains personnel files ensuring compliance with records retention requirements.
18. Prepares mandatory state and federal reports.

19. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
20. Ad hoc projects and HR related duties, as assigned.

**NOTE:** The list of essential functions is not exhaustive. It may be supplemented as necessary from time to time.

#### **Additional Functions**

1. Schedules meetings and interviews as requested by HR Director.
2. Makes photocopies; mails, scans, and emails documents; and performs other clerical functions.
3. Files documents into appropriate employee files.
4. Prepares correspondence as requested.
5. Processes mail.

#### **Job Specifications**

1. Professional, well-developed interpersonal skills essential for communicating information to staff and projecting a positive image as a representative for the Credit Union.
2. Core competencies for this position include a high level of critical evaluation and a proven record of ethical practice. Must maintain strict confidentiality of all HR related matters.
3. Work requires extensive knowledge of all Credit Union policies and procedures. Credit Union experience preferred.
4. A working knowledge of Florida employment law is required.
5. Knowledge of human resource best practices required.
6. These characteristics are normally acquired through completion of a high school education plus either a minimum of two years post high school education and a minimum of three years prior HR related experience or a bachelor's degree in human resources, Business Administration, or related field with at least one year of human resource experience.
7. SHRM-CP or PHR certification a plus.
8. Intermediate mathematical skills required (calculations and concepts involving decimals, percentages, fractions, etc.)
9. Intermediate Microsoft office skills including Word, Excel, PowerPoint, and Publisher.

#### **Physical Requirements**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit, stand, talk, and hear.
2. This position requires the ability to occasionally lift office products and supplies, up to 15 pounds.
3. Prolonged periods of sitting at a desk and working on a computer.
4. Must be able to access and navigate each department at the organization's facilities.
5. Must have a valid driver's license and be able to drive to branch locations across the Credit Union's region.
6. Some overnight travel required.

#### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

#### **Competitive Compensation**

We provide market-driven base pay, based on skills, abilities, and level of experience. Our salary ranges are broad, and individual salaries will be market competitive based on a candidate's unique set of skills and level of experience. The

starting range for this position is \$44,000- \$64,000. A new employee in this position can expect to be at about the 25% percentile of the pay range.

**Benefits**

At Champions First CU we offer a wide range of benefits to our team members and their eligible family members. Some of our great benefit programs you may be eligible for include:

- Medical, Dental and Vision Coverage
- Flexible Spending Accounts
- Life and Disability Insurance
- Retirement Savings with Company Match
- Tuition Assistance Program
- Team Member and Family Assistance Program (EAP)
- Paid Time Off and Paid Holidays
- Employee Recognition Program with Rewards