

Job Title	Human Resources Generalist
Short Description	Position serves as the personnel function as well as all employee benefits functions and administrative functions for the staff, management and Board of Directors
Full Description	<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none">• Serves as principal advisor to management on the personnel needs of the credit union. Anticipates personnel requirements to ensure a well balanced and diversified staff.• Places advertisements for recruiting and screens potential employees. Performs investigations on applicants to ensure caliber of individual hired is in accordance with credit union policies.• Receives and prepares all necessary forms and documents required by government agencies in hiring of employees or documents required in the employee benefits programs.• Monitors review dates, salary increases and other matters concerning employee reviews and increases.• Ensures that supervisors conduct employee evaluations/coaching sessions in accordance with credit union policies regarding probationary periods, merit increases, transfers, promotions, etc.• Ensures the Employee Handbook information is current. Analyzes effectiveness of personnel policies and practices. Recommends suitable revisions to management.• Ensures that employees are aware of the personnel policies and employee benefit programs. Acts as a coordinator between insurance carrier and management. Recommends changes to management regarding the employee benefit programs.• Coordinates annual maintenance review of job descriptions ensuring they are current and meaningful.• Provides guidance to supervisors and employees on problems originating from individual work situations or work environment. Advises and assists employees, upon request, to resolve personnel problems. Counsels management and employees on grievances and takes appropriate steps to see they are resolved or channeled to appropriate management personnel.• Advises management on the responsibility of the credit union under various government statutes and programs affecting personnel, administration or health and safety of

employees.

- Assists in coordinating employee's PTO with departments and supervisors to ensure adequate staffing needs. Maintains records on Paid Time Off (PTO).
- Coordinates the Annual Meeting with the Marketing Director ensuring Board of Director requirements are met.
- Coordinates employee bonus or award program with management.
- Ensures any policies and procedures adopted by the Board and various committees are properly implemented and administered.
- Prepares, maintains and distributes all information regarding the retirement (401k) program; prepares and submits all government reporting for same.
- Prepares employee payroll and distributes and/or deposits checks. Maintains personnel, payroll and benefits records for all employees according to retention policy.
- Responsible for notifying Board, Committee members and management of meetings, etc.
- Prepares and distributes all packages for the Board of Directors' monthly meetings, annual meetings or any special meetings.
- Maintains loan files for officials, family, including Board and Committee members, making changes as necessary; prepares annual Report of Officials for submission to NCUA regulators.
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- Orders and distributes all day-to-day office supplies and equipment.
- Produces and records with Internal Revenue Service all 1099-miscellaneous forms as required.
- Makes travel and seminar arrangements for Board/Committee members as necessary.
- Assists the Board of Directors as necessary.
- Performs or assists with other special projects as assigned by CEO or Executive Vice President.
- Maintains all communications and postings as required by

government regulations and/or policies with respect to personnel and safety.

Education	<ul style="list-style-type: none">• Member of Society for Human Resources Management (preferred)•
Additional Comments	<ul style="list-style-type: none">• Excellent written and verbal skills.• Self starter, personable, outgoing and flexible• Able to handle multiple assignments• Knowledge of credit union policies and procedures
Credit Union	Excel Federal Credit Union
State	Georgia
Contact Name	HR HR
Email	HRExcel@excelfcu.org
Phone	770-441-9235
Fax	
Expiration Date	06/30/2023