Community Foundation for Greater Atlanta
Human Resources Generalist

POSITION: Full-time Exempt
DEPARTMENT: Human Resources
REPORTS TO: Senior HR Generalist

The Community Foundation for Greater Atlanta works to inspire and lead our region toward equity and shared prosperity for all who call our region home. We work with residents, neighborhoods and civic leaders across public, private and philanthropic sectors to seize the greatest opportunities and solve the region’s most pressing challenges.

Supporting an average of 75 employees across the Foundation and Supporting Organizations (SOs), the primary responsibilities of the Human Resource (HR) Generalist will be to process payroll, manage benefits administration, lead recruitment efforts and serve as a front-line resource to Foundation employees for HR-related questions or inquiries. Additional responsibilities will include supporting the HR team with policy and procedure development, employee file management, compliance initiatives, and human resource projects. Qualified candidates must have direct experience managing payroll and benefits for an organization.

Essential Functions of the Position:

- **Payroll:**
  - Assist in the day-to-day payroll operations for the Foundation and Supporting Organizations (SOs)
  - Review payroll data and documents for accuracy and ensure payroll is processed timely
  - Review and update employee deduction and earnings; process payment corrections
  - Manage payroll calendars for the fiscal year
  - Stay up-to-date on state and federal payroll and tax laws
  - Ensure accurate W-2 reporting
  - Actively participate in payroll policy development and documentation design, streamlining payroll processes in partnership with HR and finance
  - Liaison with accounts payable for invoice management (vendors and consultants)

- **Benefits Administration:**
  - Manage the administration of employee benefits, including collecting and submitting employee information and staff communications
  - Administer health and welfare plans, including enrollments, changes and terminations, processing required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions
  - Reconcile benefits statements and invoices at appropriate intervals
  - Manage all benefit policies in partnership with insurance broker and providers
  - Act as liaison between employees and insurance providers, resolving benefits-related problems and ensuring effective use of plans with positive employee relations
  - Support all-staff meetings such as open enrollment and announcement/discussion of changes in retirement or benefits plans

- **Talent Acquisition and Management:**
  - Collaborate with hiring managers on talent acquisition, including job description creation, establishing a recruiting plan and coaching managers of interviewing and selection
- Source qualified candidates through a variety of recruitment mechanisms and platforms
- Maintain accurate records of active job openings and received applications; managing internal and external job postings
- Manage employment offer processes and all pre-employment steps, including references, background checks, drug screenings, and onboarding process, including compliance paperwork
- Complete day-to-day administration of necessary paperwork to enroll, terminate and modify employee records
- Support the off-boarding process as needed
- Support a high-performance culture and increase employee engagement

- Inquiries, Reporting and Project Support
  - Develop and maintain positive employee relationships, providing first-level HR support to employee questions and inquiries and technical support
  - Perform administrative tasks and services to support effective and efficient operations of the human resource department, including calendar management and scheduling, preparing documents, reports and presentations, etc.
  - Perform periodic audits on internal and external system controls and processes and records
  - Document management across all aspects of department, including employee files, vendor contracts, trainings and presentations, project reports, etc., keeping accurate and up-to-date records
  - Support HR projects and strategies in conjunction with the Sr. HR Generalist and VP of People
  - Support company diversity, equity and inclusion objectives, activities and initiatives
  - Maintain up-to-date knowledge and understanding of laws and regulations related to payroll, benefits, policies, best practices, etc.

Qualifications:

- Bachelor’s degree in Human Resources, Business Administration, Accounting, Industrial Psychology, or related field required. At least three years of experience in related areas, including payroll, benefits administration, job classification, recruitment, and compliance.
- SHRM-CP or SHRM-SCP preferred
- Thorough understanding of local, state, and federal laws and regulations involving employment, HR policies, payroll and benefit programs
- Must possess strong self-awareness with high emotional intelligence
- Excellent interpersonal and customer service skills
- High level of professionalism, diplomacy and integrity with ability to maintain confidentiality
- Must model the company’s core values and have a strong commitment to diversity, equity and inclusion
- Results-oriented with strong problem-solving skills and heightened sense of urgency
- Excellent verbal and written communication skills
- Must be comfortable preparing and presenting new ideas to improve current processes
- Excellent organization skills and attention to detail with strong analytical skills and ability to spot numerical errors
- Adaptable with ability to function well in a high-paced, changing, and at times stressful environment
- Excellent time management skills with proven ability to meet tight deadlines
- Proficient with Microsoft Office Suite, Excel, payroll systems, employee management software and HRIS platforms; experience in Paycom highly advantageous
Other:
All employees are required to be fully vaccinated against COVID-19 (medical and religious exemption accommodation possible) within 30 days of hire.
The Community Foundation operates in a hybrid working environment with staff working in-office three days per week and the opportunity to work two days remote per week if in good standing.

Compensation:
To be determined based upon experience and qualifications. This position is currently being benchmarked with the anticipated salary range of $60,000-$70,000. This position is exempt and employee is eligible for the Foundation’s competitive health and benefits plan:

- Paid time off:
  - Two weeks accrued paid vacation
  - Two weeks accrued paid sick leave
  - Four mental health days
  - Two personal days
  - Two floating holidays
  - Ten holidays
- Benefits:
  - All benefits effective on date of hire – no waiting period
  - 100% employer-paid benefits (medical, dental, vision) for employee-only insurance plans
  - 100% employer-paid life insurance and AD&D
  - 100% employer-paid short-term disability and long-term disability
  - 100% employer-paid parking in downtown Atlanta or monthly MARTA card
  - Affordable plans for legal insurance, critical illness, supplemental life and more
  - Employee Assistance Program
- Retirement:
  - Immediate eligibility for employee contribution to 403b plan
  - After two-year anniversary with organization, all employees receive an employer-paid contribution of 6% of their salary to a SEP-IRA plan regardless if the employee contributes to retirement
- Culture and Development:
  - Individual Development Plans (IDPs) for each team member including trainings, resources, development opportunities, etc.
  - Two wellness rooms for mental health with self-care items
  - Fun monthly employee engagement activities

To Apply:
To submit an application for this position, send your resume via email to hr@cfgreateratlanta.org with the subject line “HR Generalist.”
Due to the volume of candidates, we are unable to provide status updates to applicants or accommodate phone calls or walk-ins regarding open positions.

The Community Foundation for Greater Atlanta provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Community Foundation for Greater Atlanta values diversity and inclusion; we honor the diverse needs, strengths, voices, and backgrounds of all individuals in our regional community.