



Senior Human Resources Generalist/Payroll and Benefits Specialist – Full Time

SUMMARY

Heritage on the Marina is actively recruiting for a Senior Human Resources Generalist/Payroll and Benefits Specialist. Our organization, one of San Francisco's longest serving continuing care retirement communities, is located in the Marina District. We set ourselves apart by our conscious commitment to serve as a model of excellence for senior care. For more information on our organization, please visit: www.heritagesf.org.

Under the general direction of the Controller, the candidate will provide support in the functional areas of Human Resources, including recruiting and employment, personnel records, employee relations, HRIS, workers' compensation, benefits administration and payroll. We are looking for a candidate who is hands-on, self-motivated, well organized, and flexible individual.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Serves as a key point of contact for day-to-day employees' and managers' inquiries within the company. Fosters good working relationships with employees at all levels, balancing employee advocacy while protecting Heritage on the Marina values and needs and managing risk.
- Closely partners with the Accounting/Payroll individual to facilitate payroll data collection and ensure that the bi-weekly payroll is processed on time. The Senior HR Generalist will document the payroll process and serve as the back-up for the Accounting Assistant for payroll on an as needed basis. Monitors, retains and secures proper payroll documentation.
- In collaboration with Department Managers, initiates and implements staffing and hiring process.
- Full cycle recruiting, responsible for job posting, interviewing, conducting background checks, and other due diligence procedures. Facilitates, processes, and onboards new hires through orientation.
- Manages the exit process for outgoing employees including involuntary and voluntary termination. Calculates and prepares documentation for manual checks for terminated employees.
- Oversees and maintains the employee personnel, payroll, and benefits files.
- Coordinates compensation changes, promotions, transfers, and various data changes to ensure Accounting, Payroll, Benefits, and HRIS (Paychex) are appropriately updated.
- Administers all employee benefit plans (medical, dental, 401K, Healthy San Francisco, Affordable Care Act and Payroll Based Journal reporting).
- Provides managers with employee relations support, including conflict resolution, disciplinary action and performance improvement plans.
- Assists management in the planning, development, and implementation of employee engagement activities.
- Maintains understanding of current HR legal landscape and identifies legal requirements and government reporting regulations affecting human resources functions. Ensures policies, procedures, and reporting are in compliance.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

A minimum of 4-5 years of HR experience is a must and at least 2 years of payroll processing experience preferred. Experience working in the non-profit sector is a big plus.

Bachelor's degree required. PHR certification preferred.

LANGUAGE SKILLS

Must have excellent interpersonal communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively to residents, visitors, Board Members and other employees of Heritage on the Marina, in person or by telephone. Excellent verbal and written English skills are required.

REASONING ABILITY

Ability to apply commonsense to carry out instructions furnished in written, oral, or diagram form. Ability to use good judgment in dealing with people, patience for and understanding of problems associated with aging. Ability to maintain a sense of humor and remain calm in a variety of situations. Recognizes when confidentiality is required and maintains confidentiality. Understands the sensitivity of HR information, demonstrates the ability to manage sensitive and confidential situations effectively and professionally.

OTHER SKILLS AND ABILITIES

Must have proficient experience and strong technical aptitude working with Microsoft Outlook, Word and Excel 2013 or later (**no exceptions**). Heritage on the Marina utilizes Paychex Flex for its HRIS and payroll system and familiarity with these applications is preferred. Must be able to multi-task with efficiency and confidence. Must be able to maintain pleasant, professional manner at all times. Strong work ethic with the ability to work well independently as well as part of a team.

PHYSICAL DEMANDS

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to stand, walk, climb stairs, and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds an infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts. The noise level in the work environment is usually moderate. Professional business attire is required.

COMMENTS

In emergency situations or when the building alarm system is activated, must be able and willing to respond appropriately, following instructions as provided by the Environmental Services Department, alarm system contractor, and San Francisco Fire Department.

OTHER

We are searching for local candidates in the San Francisco Bay Area since relocation assistance is not available.