



*The Alliance is an Equal Opportunity Employer.
Visit our website at: allianceforthebay.org*

Position Announcement: **Human Resources Administrator**

About the Alliance:

The Alliance for the Chesapeake Bay (Alliance) is a regional nonprofit organization whose vision is clean streams and rivers flowing through resilient landscapes, cared for by the people who live, work, and play in the Chesapeake Bay watershed; and whose mission is to bring together communities, companies, and conservationists to improve our lands and waters. The Alliance was founded in 1971 and has offices in Annapolis, MD, Lancaster, PA, Washington, D.C., and Richmond, VA.

Job Description:

The Human Resources Administrator is responsible for being the point of contact for the Alliance staff team in regards to payroll, benefits administration, associated business compliance, and more. This position requires strong attention to detail, effective communication and interpersonal skills, and ability to work well within a fast-paced team environment.

Specific Duties of the Position:

Payroll, Benefits, and other Administration (70%):

- Accurately and efficiently process semi-monthly payroll on a timely basis for 50+ employees.
- Ensure employee deductions and withholdings are complete and accurate. Oversee remittance of employee withholdings and employer taxes to appropriate tax jurisdictions by the third party administrator while ensuring the organization maintains compliance with payroll related tax filings.
- Prepare and submit semi-monthly retirement and HSA contribution uploads.
- Maintain complete, accurate and secure personnel files. Administer employee adjustment letters.
- Manage employee benefits and open enrollment. Work with benefits consultants and leadership to reassess benefits packages on an annual basis, while ensuring changes to plans, rates and premiums are communicated to staff and updated as needed for payroll processing.
- Administer onboarding of new employees and offboarding of separated employees.
- Ensure payroll and benefit platforms (retirement, health, life insurance, etc.) are updated timely for new hires and separating employees, and to reflect any salary and benefit changes for active staff.
- Track timesheets, administer the tracking of accrued vacation and sick leave balances.
- Lead administration of position openings, recruitment processes, applicant tracking, and support for hiring managers in interviews and hiring decisions.

Compliance, Policies, Personnel Management (30%):

- Work with staff leadership to ensure business compliance with federal, state and local laws.
- Periodically review of and modifications to HR relevant policies / procedures / practices to ensure that documents are complete, legally up to date, and aligned with strategies of the organization.
- Provide "office hours" to staff to field benefit or other HR related questions and concerns from staff.
- Provides recommendations and support on maintaining positive employee relations.
- Provide oversight, review of, assistance with the organization's performance review processes.
- Support staff and leadership in conflict management, mitigation, and resolution.
- In conjunction with staff leadership, conduct investigations, process complaints, and make decisions pertaining to employee conduct and other policies as applicable.
- Conduct demographic and other surveying of staff, distill feedback to staff leadership.

- Work with staff leadership and the DEIJ Director lead to uphold and formalize internal practices that center equity, inclusion, accountability, and transparency where intersecting with HR.
- As assigned, serve as the POC for outside consultant services to support specific HR functions.

Qualifications & Experience:

- Associate or Bachelor's Degree in business, human resource management, or a related field. Five years of relevant work experience may be substituted.
- Society for Human Resource Management certification or equivalent preferred.
- Detail-oriented, organized, flexible, and able to manage multiple tasks and requests.
- Effective communication skills - proactive communication and problem solving is necessary.
- Desire and ability to work independently as well as part of a team.
- Ability to handle sensitive and private information with discretion.
- Non-profit experience is a plus.

The Alliance aspires to be an inclusive multicultural organization that celebrates the rich dimensions of diversity such as race, ethnicity, gender identity, sexual orientation, socio-economic status, age, physical abilities, religious and political beliefs. We are committed to ensuring diversity and inclusion remain integral to our organizational structure, policies, board of directors, staff, strategic goals, grants, partnerships and program delivery. If you meet more than 75% of the qualifications of this description, we encourage you to submit an application.

Supervision: The Human Resources Administrator reports directly to the Finance Director with secondary supervision provided by the Chief Operating Officer.

Hours and Location: The HR Administrator will be based in any of the Alliance's offices (Annapolis, DC, Richmond, Lancaster) and predominantly remote applicants will be considered. Infrequent night and weekend work may be required. The position advertised is full-time (40 hours per week).

Salary: \$57,500-\$62,500, commensurate with experience. Competitive benefits (health, dental, and vision insurance, 403b retirement fund, life insurance, professional development opportunities, vacation, sick, and holiday and other leave, and more).

Application: The information listed below should be emailed to careers@allianceforthebay.org no later than **Sunday February 25, 2024**. Indicate "Human Resources Administrator" in the email subject line. No telephone inquiries, please.

- Your resume, and a cover letter with a written response to the following prompts:
 - Describe your experience in managing payroll and benefits administration.
 - Describe your experience, and role, in working on a team.
- A list of 3 professional references and their contact information.