

WHATCOM EDUCATIONAL CREDIT UNION

POSITION TITLE: Human Resources Assistant
REPORTS TO: Personnel Administrator
SUPERVISES: No one
FLSA STATUS: Classified
REVISED: August 2008

I. Basic Responsibilities

Assists the Personnel Administrator by providing clerical support and routine, but highly confidential and/or sensitive, administrative duties. Uses discretion and good judgment for work procedures and is required to be tactful and discrete in dealing with staff members and individuals from outside the credit union.

II. Essential Functions

- a. Maintains payroll and payroll related records, including time sheets, payroll change forms, attendance calendars and reports generated through the automated payroll system. On a bi-weekly basis, processes all aspects of payroll, including funds transfers for 401(k) retirement plan and Section 125 flexible spending accounts.
- b. Tracks a variety of programs related to Human Resources such as performance evaluations, leaves of absence, and other related issues.
- c. Coordinates benefit administration including enrollments, terminations, status changes, and acting as a central resource for benefit related questions and issues. Coordinates annual open enrollment to ensure timely processing of additions, cancellations, and changes.
- d. Maintains all confidential employee personnel, insurance, and 401(k) plan files.
- e. Prepares and submits monthly HR Department expenses, i.e. group insurance premiums, for approval and processing by the Accounting Department; ensures related general ledger accounts are reconciled on a monthly basis.
- f. Prepares reports and composes, types, files, and/or copies correspondence to internal departments, vendors, and job applicants.
- g. Maintains employment applications received by mail and internet, purging inactive applications as necessary. Records applicant statistics required for affirmative action reporting.
- h. Assists with pre-employment activities such as screening résumés/applications, conducting entry-level interviews, performing background investigations including reference checks, credit, criminal, and bondability checks, etc.

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- i. Conducts other employment activities such as orientation for new employees as needed.
- j. Assists with other HR Department projects/activities such as employment verifications, scheduling interviews, compensation/benefits surveys, staff recognition programs, annual United Way campaign, influenza vaccinations, blood drives, etc.
- k. Oversees and coordinates annual performance evaluation process.
- l. Participates as a member of the Special Events and Benefits Committees.
- m. Updates and maintains job descriptions for publication on the Intranet.
- n. Updates Important Dates Calendar on the Intranet as necessary with employee birthdates and employment anniversaries.
- o. Oversees the employee gift fund, ordering gifts and disbursing funds as necessary.
- p. Performs other duties as assigned and may also assist others to complete tasks and work assignments.

III. Education and Skills Required

a. Education

1. Two to four years of post-secondary education, or HR certification (PHR) preferred.
2. Three to five years of prior human resources, payroll, and general office experience preferred.
3. Prior experience in a credit union environment preferred.
4. Working knowledge of basic accounting principles preferred.

b. Skills

1. Knowledgeable in credit union terminology and acronyms commonly utilized in the day to day communication with staff, Board of Directors, and others involved in the credit union system.
2. Excellent interpersonal communication skills; ability to write routine reports and correspondence; ability to read and comprehend instructions, correspondence and memos.
3. Ability to operate personal computer and routine office equipment.
4. Extensive knowledge of word processing and spreadsheet software applications; proficiency in Microsoft Office products.
5. Thorough understanding of online file organization and management.
6. Ability to maintain the highest degree of confidentiality and discretion with respect to credit union and staff information.

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7. Ability to apply common sense understanding and exercise independent judgment in order to carry out written and oral instructions.
8. Ability to organize projects, prioritize workflow, and manage multiple tasks simultaneously, while maintaining a high degree of accuracy.
9. Ability to represent the credit union in a positive, professional manner in person, by telephone, and in written correspondence.

IV. Working Conditions

a. Physical Demands

1. Frequent sitting
2. Occasional walking and sitting
3. Occasional lifting up to 20 pounds
4. Occasional pushing, pulling or carrying up to 35 pounds.
5. Occasional bending, squatting, and kneeling
6. Frequent use of hands in repetitive tasks such as simple grasping, twisting/turning of wrists
7. Frequent finger manipulation to perform various clerical duties such as typing, filing, writing, and entering data into the computer system

b. Use of Senses

1. Frequent oral conversations, in person and on the telephone
2. Ability to hear or otherwise receive information, and understand that information, from communications in person and on the telephone
3. Frequent periods of time viewing a computer monitor
4. Frequent clarity of vision at 20 feet or more
5. Frequent clarity of vision at 20 inches or less

c. Mental Demands

1. Frequent interaction with credit union employees, members, and vendors
2. Highly repetitive work
3. Frequent deadlines to meet
4. Frequent attention to detail
5. Problem-solving ability on routine matters
6. Frequent alertness, precision, and concentration to ensure accuracy of transactions
7. Frequent performance of basic numeric calculations, as well as writing, reading, comparing, and analyzing

d. Environmental Demands

1. Occasional travel required
2. Normal workday with occasional overtime
3. Exposed to potentially hazardous condition, i.e., robbery, kidnapping

NOTE: Job descriptions are not intended, and should not be construed to be exhaustive lists of all responsibilities, skills, efforts, or working conditions associated with a job.