

Director of Human Resources

Job Description:

Develops and implements human resource policies and procedures to recruit and retain the best possible staff to serve the financial institution/

Job Requirements:

- 3-5 Years of Human Resource experience
- Bachelor's degree preferred or equivalent work experience

Job Duties:

- Develop and direct management of financial institution Personnel and Employee Policies
- Interview potential employees
- On Board New Employees
- Keep personnel and medical files
- Maintain employee insurance and information in Benefits in Hand
- Keep employee time keeping system
- Maintain I9 documentation for Compliance
- EEOC yearly reporting
- Benefit renewals
- Benefit enrollment
- Monitor and make recommendations to ensure the financial institution follows compensation and regulations
- Participate in Yearly Salary Surveys
- Prepare salary rate changes twice yearly
- Prepare and submit Quarterly and Yearly taxes
- Prepare W2s for all employees
- Process Payroll once per month – submits 401K report to Mass Mutual
- Quarterly Multiple Worksite Reporting
- Prepare annual 1095s
- Oversee insurance enrollments throughout the year for new employees
- Set up and execute Annual Biometric Screening
- Maintain employee information in Payroll Software Sage
- Pull monthly Employee Masterfile Audit Reports to be signed and scanned
- Manage terminated employee process

- Set up annual ABA E-Learning for all employees; maintain employee information and active/inactive on ABA E-Learning
- Maintain Job postings and Career tab on Bank Website
- Manage Employee Training requests; purchase webinars, sign up for onsite training, book hotel rooms as needed. Schedule internal training
- Maintain employee training cost spreadsheet
- Maintain FMLA documentation
- Daily review of overdrawn employee accounts
- Obtain NMLS numbers for new Loan Officers; complete annual NMLS renewal
- Obtain necessary documentation for Annual Payroll/HR Audit
- Annual Board training preparation
- Complete Annual Texas Mutual Audit
- Maintain/Approve tuition reimbursements for employees
- Maintain Notary applications and renewals