



HUMAN RESOURCES COORDINATOR

GENERAL DESCRIPTION

The Human Resources Coordinator performs payroll, benefit and administrative duties which require accuracy and the exercise of independent judgment and decision making within established guidelines while maintaining the confidentiality of the Accreditation Commission for Education in Nursing (ACEN) personnel and benefit records. Perform these and other duties in accordance with all applicable federal, state and local employment laws and regulations.

SPECIFIC DUTIES

Summary of essential job functions:

- Manage the entire payroll process including payroll accounting and tax records administration
- Manage the fringe benefits for the ACEN to include but limited to the annual renewal process for both medical and ancillary benefits
- Manage and maintain all personnel and human resource files and records
- Assist employees with medical claims
- Maintain and update the ACEN personnel policies and procedures in accordance with applicable federal and state laws and regulations
- Understand and maintain knowledge of current federal, state and local employment laws
- Serves as liaison to external agencies and staff on all human resource and benefits administration
- Manages the Retirement Contribution Plans for the ACEN
 - a. Serves as secondary Plan Administrator – responsible for the daily administration and communication with the named financial custodians for each respective retirement account.
 - b. Compiles census information and completes the questionnaire for the annual 5500 filing ensuring information is reconciled completely to all respective payroll reports
 - c. Coordinates educational training and seminars for staff with the retirement brokers
 - d. Serves as first approver for all staff portfolio account changes
 - e. Prepares numerous deadline driven compliance forms and applications during the fiscal year for required filing and submissions
 - f. Serves as primary liaison to the Third Party Administrator (TPA) on behalf of ACEN.
 - g. Prepares all renewal documents, contracts and other required forms in preparation for the signature of appropriate ACEN administrator
 - h. Participates on conference calls and attends meetings as necessary
 - i. Assists with other administrative tasks and responsibilities as needed
- Supports the Financial/Accounting Plans for the ACEN
 - a. Support the preparation of financial reporting

- b. Support the planning and preparation of an annual operating budget and narrative
- c. Support the tracking and monitoring of budget variances for each cost center
- d. Support the preparation of forecast for the overall organization and specific cost centers

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Excellent oral and written communication skills; excellent organizational skills; ability to be detail oriented; strong interpersonal skills; ability to maintain effective working relationships with other staff; strong analytical skills; and discretion in handling confidential/sensitive information.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree in Business or Human Resource Management from an accredited institution and three (3) years of Human Resource administration experience is required. Experience with Microsoft Office, Sage software and Paychex payroll system is desirable.