



## **About Us**

We are a fast-growing, member-focused Credit Union covering the State of Florida providing financial services to over 10,000 members. Our Human Resources Generalist position is a full-time position located in Blountstown, Florida. This is a new position created to accommodate the tremendous growth we have recently experienced through strategic community involvement initiatives and our member acquisition plan. We see a rewarding career path for the candidate located in our geographical region who is willing to grow in the field of Human Resources and is committed to being an integral part of the overall growth of our Credit Union.

We support our employees' need for a greater work/life balance and encourage a positive work environment where ideas and contributions are valued. We are passionate about working in our local communities and doing what we can to help make our counties a better place to work and live. We are excited to interview talented individuals for our Human Resources Generalist position.

## **Description**

The Human Resources Generalist performs work of moderate difficulty in payroll, benefits administration, and employee relations. Administers employee health and welfare plans and acts as a liaison between employees and insurance providers. This role provides administrative support to the human resource function as needed, including supporting payroll processes, coordinating recruiting efforts, onboarding, off-boarding, record-keeping, file maintenance, HRIS data entry and reporting, and some low-level employee relations matters.

## **Essential Functions**

1. Assists management in carrying out various human resource programs and procedures for all company employees.
2. Administers health and welfare plans, including enrollments, changes, and terminations. Processes required documents through payroll and insurance providers to ensure accurate record-keeping and proper deductions.
3. Performs customer service functions by responding to employee requests and questions; escalates requests to the Chief Operations Officer when necessary.

4. Assist in the recruiting process including screening applicants, conducting initial phone screenings, coordinating interviews with hiring managers and candidates, tracking status of candidates in HRIS, and responding with follow-up letters at the end of the recruiting process.
5. Conducts new-employee orientations; administers pre-employment tests; conducts reference checks.
6. Completes e-Verify process and responds to e-Verify cases requiring action.
7. Responsible for accurately completing and record keeping for I-9 forms.
8. Submits online investigation requests and assists with new-employee background checks.
9. Reconciles benefit invoices for insurance products against employee deductions. Ensures new hires are promptly added and terminated employees are removed from billing.
10. Assists with the payroll process including verifying time entries, processing changes in the HRIS system, reviewing and approving/denying time off requests, entering bi-weekly payroll for processing.
11. Assists with processing of employment terminations to include file documentation, create letter of separation, benefits management, collection of Credit Union property, notification of all departments.
12. Assists with the preparation, retention, and management of the performance review process.
13. Helps maintain company organization charts and the employee directory.
14. Assist with the planning and coordination of company events including staff meetings, holiday parties, and annual picnics.
15. Maintains personnel files ensuring compliance with records retention requirements.
16. Prepares mandatory state and federal reports.
17. Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews policies and practices to maintain compliance.
18. Ad hoc projects and HR related duties, as assigned.

## **Knowledge, Skills and Abilities**

- Knowledge of Employment Laws and Regulations – Strong understanding of federal, state, and local labor and employment laws (e.g., FMLA, FLSA, ADA, EEO, and Title VII).
- HR Policies and Procedures Expertise – Ability to develop, interpret, and administer HR policies and ensure organizational compliance.
- Employee Relations Skills – Skilled in handling employee concerns, conducting investigations, and resolving workplace conflicts professionally and confidentially.

- Recruitment and Talent Acquisition – Knowledge of full-cycle recruiting, including job postings, candidate screening, interviewing, and onboarding.
- Performance Management – Ability to assist managers with goal setting, performance evaluations, and employee development plans.
- Compensation and Benefits Administration – Understanding of payroll processes, benefits programs, and wage and hour compliance.
- Training and Development – Skilled in identifying training needs and coordinating professional development initiatives.
- HRIS and Data Management – Proficient in using HR information systems (HRIS) and maintaining accurate employee data and reports.
- Analytical and Problem-Solving Abilities – Ability to analyze data, identify trends, and recommend effective HR solutions.
- Confidentiality and Ethical Judgment – Demonstrated ability to handle sensitive information with discretion and integrity.
- Communication Skills – Excellent verbal and written communication skills to effectively interact with employees, managers, and external partners.
- Organizational and Time Management Skills – Ability to manage multiple priorities, meet deadlines, and maintain attention to detail.
- Change Management and Adaptability – Flexibility to support organizational change initiatives and adapt to evolving business needs.
- Diversity, Equity, and Inclusion Awareness – Knowledge of best practices in promoting an inclusive and respectful workplace culture.
- Customer Service Orientation – Strong commitment to providing responsive, professional support to employees and management.

For more information see our website at: [www.calhounlibertycu.com/careers](http://www.calhounlibertycu.com/careers)

Or follow this link:

<https://recruiting.paylocity.com/recruiting/jobs/All/f1b7af68-4cfb-45a4-82ae-1648d1d2b55e/Calhoun-Liberty-Credit-Union>