

**NON-EXEMPT
WAGE SCALE – GRADE 6**

**TOWN OF RAYMOND
HUMAN RESOURCE OFFICER/FINANCE ASSISTANT**

NATURE OF WORK:

This employee performs a variety of complex administrative and professional work involving all aspects of Human Resources for the Town of Raymond, to include classification, compensation, recruitment, labor relations, benefit administration, and training. This position has varied clerical work in assisting the Finance Director to include preparing for the annual audit and assists with the development of the Town's annual budget.

An employee of this class manages all aspects of Human Resources, assists with accounts payable and other various accounting related duties. Work is normally carried out with independence subject to general instructions and standard operating procedures. This is a highly integral position within the Town, and it is expected that this person will maintain strict confidentiality when appropriate.

EXAMPLES OF WORK: (Illustrative Only)

Prepares bi-weekly payroll, maintains time and attendance records, and issues paychecks

Prepares and submits bi-weekly electronic submission of Mission Square retirement contributions and Union Dues

Assists the Finance Director in preparing for the annual audit and assists with the development of the annual budget

Closes out and reconciles the daily cash receipts, prepares the bank deposit, and cash reports

Manages the recruitment process using the standard recruiting, hiring practices and procedures in promoting a superior workforce

Accepts resumes, applications, and responds to all interested candidates

Reviews resumes for all candidates, schedules, and coordinates interviews with potential candidates for employment

Serves on new employee selection committee

Notifies applicant of selection decision, conducts employment reference checks, background checks, and coordinates "Fit-for-Duty" assessments (if applicable) for applicants receiving a conditional offer of employment

Conducts new hire orientations, coordinates training, and maintains the associated training records

Maintains personnel records, benefit election forms, confidential medical records to include workers compensation claim records

Files First Report of Injury for Workers Compensation

Administers employee benefit programs, answers employee questions, and maintains related records

Manages the development and implementation of performance evaluations

Analyzes and consults annual wage and salary reports with HR professionals to determine competitive wages within the labor market

Complies with all existing governmental and labor laws including EEO, ADA, OSHA, FMLA and others

Updates and maintains the Personnel Policy and job descriptions as needed

Responds to employee communications, questions, complaints, and provides feedback on how to handle sensitive situations. This person will also serve as a liaison for discrimination and/or harassment complaints.

Prepares employee separation notices, related documentation, and conducts exit interviews

Consults with legal counsel to ensure that policies comply with federal and state employment laws

Other duties as assigned by the Finance Director

REQUIREMENTS OF WORK:

Knowledge of modern office procedures, practices, and equipment

Considerable knowledge of municipal accounting principles and practices, cash management to include receipting and disbursements, and depositing large amounts of cash

Considerable attention to detail and accuracy, have the ability to multitask and prioritize tasks, and be able to meet deadlines

Ability to exercise sound and impartial judgment, able to analyze and evaluate problems, and the ability to develop recommendations for improvement or offer solutions that are in the best interest of the Town.

Ability to keep varied records, assemble and organize data that is useful to management

Ability to establish and maintain effective working relationships with Town officials, employees, and general public

Proficiency in the use of computers and other office equipment

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently in a sitting position, works on a computer, frequent reaching for tools/objects with hands and arms, requires the use of hand and eye coordination, must have the ability to communicate verbally and be able to hear. The employee is occasionally required to walk to various areas within the building to include going up and down stairways.

The employee must occasionally lift and/or move objects weighing up to 10 pounds.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet but can be subject to various communications occurring that may cause disruption or lack of concentration.

DESIRABLE EXPERIENCE AND TRAINING:

Minimum of a 2-year accounting or business degree or any equivalent combination of 3 to 5 years' experience and education, supplemented with experience in Human Resources, Benefit Administration, and Accounting. Experience working with Microsoft Office software programs. Considerable knowledge of policies and practices of public personnel administration, compensation, benefits, and employment law.

REQUIREMENTS:

Must be bondable

July 2022

