

JOB DESCRIPTION

Title Human Resources / Finance Generalist

Purpose of Job Provide key support to the VP, Human Resources and CFO. Plan and administrate important functions such as staffing, training, benefits and troop finance & banking, while providing quality technical and administrative support in a timely, accurate, and appropriate manner; to convey a positive Girl Scout image.

Responsible To VP, Human Resources and CFO

Minimum Qualifications

- Able to relate to people from diverse backgrounds (customer service) and manage conflicts and misunderstandings as they occur.
- Project management experience.
- Able to effectively handle multiple priorities; critical thinking and elevated problem-solving skills; attention to detail.
- Exhibit positive attitude and initiative; able to handle all confidential matters with appropriate business ethics.
- Associate degree or equivalent work experience.
- Minimum of two to three years' experience in a similar position.
- Proficiency in Microsoft Office Suite (2007, 2010).
- Experience with HRIS systems preferred.
- Demonstrated experience with customer service.
- Position requires frequent bending, stretching, kneeling and ability to lift and carry up to 35 lbs. Must be able to withstand long periods of sitting and typing.

Specific Responsibilities

Benefits:

- Processing enrollments quickly and accurately
- Managing communication with payroll partner and providing information in preparation for approval of semi-monthly pay runs.
- Resolving employee issues with benefits administrators and insurance providers
- Assisting and consulting with employees in enrolling in medical and ancillary benefits
- Working with benefit broker to ensure that GSOH benefits policy is compliant with the set laws and regulations

Recruiting:

- Communicating with hiring managers to decide on qualifications for positions (confirm job descriptions).

- Hold preliminary interviews on the phone with candidates and answer questions from applicants
- Coordinate interviews with hiring managers and teams
- Make offers and process new hires into HRIS systems

Troop Finance & Banking:

- Serve as primary point of contact with Membership Team on bank letters, facilitating signing of same with CFO
- Maintain ACH forms and lists, working with troop leaders, membership managers as needed
- Maintain master Troop Banking file on Finance Server, ensuring accuracy of data
- Working with Product team, responsible for creating Fall Program ACH file for submission to bank. Responsible for monitoring successful payments, using reports received from Senior Staff Accountant, and keeping CFO and Product Director informed.
- Working with Product and Finance team, responsible for creating Cookie Program ACH files for submission to bank. Work with Finance in monitoring successful payments and working with Membership Team on any incorrect or missing banking information.
- Monitor public Finance folder and serve as primary support to Membership Managers on troop banking issues that arise. Work with CFO as needed.
- Support CFO with bank inquiries regarding Troop Bank Accounts, coordinating requested documentation as needed

Finance Support Misc:

- Working with Property Director, CFO and P&C Insurance Broker, responsible for providing Certificate of Insurance (COI) documentation required for organizational/troop activities
- Responsible for coordinating document retention and collection efforts for organization
- Working with Controller and third-party Payroll Manager, review semi-monthly payrolls for accuracy prior to submission to payroll processor. Ensure accuracy of pay and benefit deductions.
- As needed, support data or document collection for year-end financial audit

General:

- To keep employee records up to date and confidential
- Suggest ways to improve current organizational procedures and policies to better the experience of both associates and volunteers
- Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies
- Provide courteous, efficient, knowledgeable direct support to the VP, HR and CFO.
- Provide professional, accurate document word processing, spreadsheets, and graphics required to produce manuals, reports, correspondence, and other documents.
- Where possible, anticipate materials, documents, deadlines needed for VP and CFO in order to efficiently maximize time.
- Manage all communications, meeting, minutes, and other committee meetings as requested

- Develop and maintain good relationships with volunteers, staff, and the general public.
- Actively participates in the development of environments that foster diversity, equity, inclusion, and access through words, actions, and attitude.
- Other duties as assigned.

Job Classification Exempt

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.