

# Human Resources Generalist

## POSITION SUMMARY

High-end tax accounting firm seeking to fill Human Resources Generalist position. The Human Resources Generalist will be responsible for coordinating human resources activities, including but not limited to, recruitment, training, benefits, and employee relations. Pay depends on experience. Normal work hours are 8:00am – 5:00pm Monday through Friday.

## Qualifications:

- Bachelor's degree in human resources, business management, or a related field, required
- 2 – 4 years of related experience, within a professional services firm preferred

## Essential Responsibilities:

- Assists with administration of, and responds to inquiries regarding, company policies, procedures, and practices
- Coordinates programs to attract qualified candidates
- Oversees hiring process, including coordinating job posts, reviewing resumes, performing reference checks, and providing management with hiring recommendations
- Informs job applicants of job duties, responsibilities, benefits, office hours, working conditions, and promotion opportunities
- Communicates human resources policies and procedures to new and existing employees
- Ensures new hire paperwork is completed and processed.
- Coordinates training programs to develop employees.
- Addresses any employment relations issues, such as work complaints and harassment allegations and makes recommendations to management
- Conducts exit interviews with employees; communicates findings to management
- Performs other related duties as assigned by management

## Other:

- Basic mastery of Microsoft Office including Outlook, Word and Excel
- Excellent telephone and communication skills (written, verbal, and interpersonal)
- Strong attention to detail
- Will follow Firm's Best Practices
- Strong organizational skills, including the ability to manage several projects simultaneously and complete tasks in a timely manner (multiple priorities and demands)
- Demonstrates ability to work effectively and respectfully with all levels of staff
- Will learn the Firm's computer programs for daily use – Practice CS, CCH Axxess Document, CCH Engagement
- Background check on all new hires
- Equal opportunity employer

## Firm Benefits:

Competitive compensation and benefits including health, vision, dental, life, short-term & long-term disability insurance, flexible spending account & employer 401(k) match.

Please submit resume to [hr@geretycpa.com](mailto:hr@geretycpa.com).