

Human Resources Coordinator

The National School Boards Association (NSBA) is seeking an experienced individual to support the Human Resources Director objectives by obtaining, recording, forwarding, and explaining human resource information. Conducts entry level non-exempt recruiting.

Essential Functions and Responsibilities

HR Administration

- Bi-weekly payroll processing using ADP Workforce Now
- Maintains various files and records systems, including pension files, personnel files, and employee HRIS records
- Updates all employee directories, phone lists and organization charts to reflect employee changes
- Provides updates for the NSBA.org Human Resources web page
- Monitors the Human Resources Department budget and NSBA benefit expenses. Ensures timely payment of Human Resources Department bill.
- Conducts research, produces copies, sends and collects faxes and disseminates mail for the Human Resources Department
- Reviews and adjusts bi-weekly timesheets and employee leave, in accordance to NSBA time and attendance policies. Contacts managers and supervisors regarding timesheet updates and approvals needed for the timely processing of timesheets
- Maintains supplies for the HR Department

Talent Acquisition/Staffing

- Conducts recruitment for non-exempt positions; supports recruitment efforts of all positions by posting job advertisements and conducting background screens
- Conducts applicant tracking and reporting;
- Updates the NSBA organization chart to reflect employee changes

- Works with hiring managers to coordinate the successful onboarding of new hires, interns, temporary and contract employees
- Conducts off-boarding activities for separating employees, using the HR administrative off-boarding checklist
- Prints and distributes resumes from the resume mailbox
- Hires and separates employees in the HRIS system

Benefits Administration

- Reconciles benefit enrollment records and serves as the contact with various vendors on billing issues.
- Provides employee new hire and termination notifications to benefit providers. Keeps track of COBRA reports to and from NSBA's COBRA provider
- Coordinates annual NSBA Benefit Fair and Wellness Program
- Administers the NSBA Parking and SmartBenefits programs
- Coordinates the annual NSBA Benefit Fair and Wellness Program
- Administers the NSBA employee anniversary recognition program
- Purges old benefit information and updates benefit forms to keep current

Reporting & Compliance

- Completes forms for unemployment claims and verifications of employment for supervisory review and signature
- Compiles data and completes forms for annual compliance reports (i.e.EEO-1, ACA, etc.)
- Performs other duties as assigned

Required Qualifications:

Bachelor's degree, or an equivalent combination of education and experience; two years human resources or related experience at the administrator level; proficiency in Microsoft Office and excellent oral, written and interpersonal skills

Preferred:

Previous Human Resources recruitment, HRIS and/or payroll experience. Experience working with ADP payroll and/ or time and attendance products desired.

How to Apply

Qualified applicants should send resume, cover letter & salary requirements to: NSBA, Attn: Human Resources Coordinator, 1680 Duke Street, 2FL, Alexandria, VA 22314-3493. Resumes may be e-mailed to [**jobs@nsba.org**](mailto:jobs@nsba.org).