



Job Description: HR Administrator

Reports to: Managing Director, Human Resources

FLSA Status: Full-time, Exempt

Location: Alexandria, VA

Background

The National School Boards Association (NSBA) is a federation of state associations and the U.S. territory of the Virgin Islands that represent locally elected school board officials serving approximately 51 million public school students regardless of their disability, ethnicity, socio-economic status or citizenship. Working with and through our state association members, NSBA advocates for equity and excellence in public education through school board leadership.

We believe that public education is a civil right necessary to the dignity and freedom of the American people and that each child deserves equitable access to an education that maximizes their individual potential.

Position Summary

The HR Administrator is responsible for providing comprehensive support in the day-to-day operations of human resources, ensuring the efficient delivery of salary payments and adjustments, the recruitment processes, employee benefit administration, new employee orientation and on-boarding, and the accuracy and maintenance of employee records. The HR Administrator works closely with other departments to provide customer-focused, effective HR service to the organization for the achievement of the organization's goals and objectives.

The HR Administrator will perform administrative tasks and services to support effective and efficient operations of the organizations human resource department.

Primary Responsibilities

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc. while exercising individual judgement when dealing with potential or real issues and brings them to the Managing Director, Human Resources' attention.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Acts as a liaison between the organization and external benefits providers and vendors, which may include health, disability, and retirement plan providers.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.
- Responsible for full-cycle recruitment including preparing and posting job advertisements, screening applications, arranging interviews, participating in the selection process, tracking applicants and administering pre-employment screenings as required.
- Provides general administrative support such as preparing correspondence, forms and reports, arranges meetings, composes regular correspondence, processes confidential reports and documents (electronic and hard copy files), and tracks deadlines.
- Prepares documentation for new hires, or changes in pay, status or benefits.
- Manages sensitive and confidential matters including employee relations, organization changes, and protects the security of information, data and files.

- Interprets, assists and advises employees and managers regarding leave management and benefit administration, and HR procedures and policies within the specified guidelines.
- Conducts research, gathers data and statistical reports, and maintains statistical information.
- Coordinates training events or programs and recommends resources, as needed.
- Administers and monitors new hire orientation programs.
- Maintains updated/current job descriptions.
- Ensures effective receipt of and/or proper approvals on forms and enters changes in the HRIS system.
- Assists in the maintenance of employee directory and company organization charts.
- Provides assistance in monitoring employee performance appraisals and the salary increase/budget process.
- Manages organizations payroll functions, ensuring pay is processed on time, accurately, and in compliance with government regulations.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Facilitates audits by providing records and documentation to auditors.
- Identifies and recommends updates to payroll processing software, systems, and procedures.

Minimum Qualifications

Bachelor's degree in Human Resource Management or other related field, and three years of HR administration experience are required.

The position demands excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy. Demonstrated Proficiency in Microsoft Office Suite (Teams, SharePoint, Word, PowerPoint, Outlook, and Excel etc.). Experience with ADP WorkForceNow preferred.

Benefits

In addition to the standard benefits NSBA offers (medical, dental, vision, matching retirement contributions), we also offer some perks that make working at NSBA even more enjoyable.

- Flexible Work Schedules: At NSBA, a 35-hour week constitutes fulltime employment. Core business hours are between 9 a.m. and 5 p.m., but you may vary your work hours to start as early as 8 a.m. or as late as 10 a.m. with supervisor approval.
- Teleworking: Avoid D.C. area traffic and work in the comfort of your own home. Most employees are eligible for teleworking privileges after six months of continuous employment. (Hybrid working in place until March 2022).
- Vacation Time - Hard work earns well-deserved breaks. New employees receive 15 days of vacation and four paid personal days per year. NSBA also observes 11 paid holidays and gives employees generous paid sick leave.
- Location, Location, Location: Located in the historic Old Town neighborhood of Alexandria, the NSBA office enjoys close proximity to numerous dining, cultural and retail opportunities. Many employees use breaks to walk around the Alexandria African-American Heritage Park, relax on a park bench in Carlyle Square or grab lunch at a nearby restaurant.
- Subsidized Parking: Our office is near the King St-Old Town Metro Station and Alexandria Union Amtrak Station. We also subsidize public transportation and off-site parking costs. If you prefer to travel by two wheels instead of four, take advantage of the bike rack in our building's parking lot