

## Human Resources and Payroll Generalist

Location: TBD

Reports To: CFO

NIET is seeking a human resources and payroll generalist to support the organization's efforts managing semi-monthly payroll and team member benefits along with recruiting team members and supporting team members across the organization to meet their maximum potential. Exemplary candidates will have strong attention to detail, organization skills, and internal customer-service orientation along with a proven track record of supporting others in achieving success.

### Position Responsibilities

- Payroll Processing and Employee Benefits Management
  - Process NIET's semi-monthly payroll for approximately 80 team members, ensure proper federal and state payroll tax withholdings and reporting, and, in partnership with the CFO, complete year-end items related to payroll, including distribution of employee W-2 Forms.
  - Administer the organization's 403(b) retirement plan, including employee/employer contributions. In partnership with the CFO, complete the annual plan and employee census and the annual form 5500.
  - Ensure NIET is in compliance with HR and benefit-related laws and notifications in all states in which NIET has employees. Create and maintain state administrative logins, as necessary.
  - Administer NIET's health benefits and supplemental insurances. In partnership with the CFO, manage the annual renewal and/or negotiation of NIET's health benefits.
  - Monitor leave accruals in NIET's time reporting system, identify any issues, and respond to any questions related to leave accruals.
  - Calculate the monthly fringe benefit rate for all employees.
  - In partnership with the CFO, review the Employee Handbook annually and make any revisions based on updated laws.
  - Serve as the HR point of contact for internal and external inquiries, including employment verifications.
- Talent Recruitment
  - Support key leaders at NIET in sourcing and connecting with qualified candidates for open positions and potential positions to develop and nurture a pipeline of strong potential candidates.
  - Serve as the go-between for candidates and hiring managers, ensuring that candidates are communicated with regularly and understand NIET's hiring process.
  - Ensure smooth hand-off to appropriate team members once a hire has been made.
- Team Member Development
  - Manage the operations side of onboarding new employees and offboarding employees, including ensuring team members have access to necessary technology.

- Identify opportunities for team member engagement and development.
- Support team members in fulfilling their annual professional development goals.
- Develop internal trainings and team member experience initiatives.
- Administer and analyze team-wide surveys, as requested.
- Performance Management
  - Support the organization's performance management cycle by ensuring all staff and managers are completing and submitting performance management documents.
  - Support new managers in administering the performance management process at NIET.
  - Review and update the performance management handbook annually.

#### Desired Qualifications

- 2 years of proven work experience in payroll processing, managing employee benefits, and human resources
- Bachelor's degree
- Exhibit NIET's core values
- Track record of recruiting and supporting others in achieving success
- Documented experience implementing and monitoring organization-wide systems
- Strong communicator and listener with a demonstrated ability to build trust and strong relationships with both internal and external stakeholders
- Outcomes driven—motivated by achieving set metrics

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**To Apply:**

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*No phone inquiries please.*