



## **Human Resources Officer/Accounting Support**

Seeking qualified candidate responsible for the bank's overall human resources management function which includes policy and procedure development and implementation/monitoring. In addition, oversight of the employee benefits program of supervision, monitoring and planning which includes insurance, retirement and incentive planning assistance to management and impacted staff. Also, the Human Resources officer will provide employee communications, new employee training, orientation and development programs each relative to the Human Resources function, as applicable to maximize the effectiveness of the department. The candidate will process payroll and personnel compensation administration functions with oversight of software to produce the same on a timely basis. As well as, requires recruiting and staffing assistance which includes, but is not limited to: advertising placement, interviewing potential employment candidates, criminal background checks, consumer reports and contacting references. The candidate will also be working with the accounting department with various duties assigned.

The Human Resources Officer/Accounting Support position should, minimally, have a Bachelor's Degree, or equivalent experience and/or 5 years of responsibility in the subject field.

Please send resume to HR@Heritagefirstbank.com