



# First IC Bank

## Human Resources Manager

Administration Department  
Doraville, GA

Please send resumes sent to [ed.briscoe@firsticbank.com](mailto:ed.briscoe@firsticbank.com).

### POSITION SUMMARY

- Assists in maintaining the HR database and all personnel records and files
- Handles payroll processing, tracks and reports payroll information
- Completes assigned reporting functions involving attendance statistics, termination, hire and transfer data, etc.
- Provides recommendations regarding development and administration of HR policies and programs
- Assists in informing new employees of HR policies and programs as needed
- Performs general office support functions and assists area personnel as necessary

### BASIC DUTIES

- Human Resources database:
  - Ensure records are accurately recorded and cross checked
  - Enter new hire information into HR database
  - Track and resolve problems in system
  - Ensure files and records maintained in accordance to legal requirements and Bank policies and procedures
  - Complete monthly and year-end reports regarding terminations, transfers, and new hires
  - Ensure EEO reporting functions are up-to-date and in compliance with federal regulations
  - Process employment verification forms and name change applications
  - Prepare recruitment lists and job postings
  - Complete miscellaneous research, reports, and memos as requested
- Payroll functions
  - Compute and record payroll data as scheduled
  - Maintain payroll records in compliance with state and federal regulations
  - Provide payroll information regarding merit increases to managers as requested
  - Track and resolve payroll errors; complete adjustments and corrections as necessary
  - Ensure payroll functions performed in accordance with established policies and procedures
- Professional working relations
  - Receive and screen visitors and phone calls
  - Receive and track employment applications
  - Assist with problems and questions courteously and promptly
  - Obtain and convey information as needed

- Maintain and project Bank's professional reputation
- Effective intra-company relations
  - Assist in training new employees
  - Support Department personnel as needed
  - Coordinate with related departments as required
  - Keep management appropriately informed of area activities and of any significant problems
  - Attend and participate in meetings as required
- Related duties
  - Ensure work area is clean, secure, and well-maintained
  - Type memos and letters as requested
  - Stay well-informed regarding HR developments
  - Perform miscellaneous clerical functions and special projects as assigned

### **PERFORMANCE MEASUREMENTS**

- HR information system functions smoothly. Personnel data and statistics are efficiently recorded, store, and retrieved as appropriate.
- Reporting functions are completed accurately and timely, and in accordance with established policies and federal and state regulations.
- Payroll functions are completed in accordance with established policies and procedures. Errors or discrepancies are promptly discovered and resolved.
- Visitors and telephone calls are courteously and professionally received or referred. Good public relations exist with outside contacts.
- Effective working relations exist with Bank personnel. New employees are well trained and assisted. Management is appropriately informed.
- The Bank's professional reputation is maintained.

### **QUALIFICATIONS**

Education/ Certification:	Minimum of a Bachelor's degree or equivalent in HR, Business, or Organizational Development PHR/SPHR Certification
Required Knowledge:	Intermediate to advanced understanding of HR functions. Knowledge of all related computer applications. Understanding of HR reporting and recordkeeping requirements.
Experience Required:	Minimum of five years in HR generalist/manager role
Skills/Abilities:	Well organized Accurate and attentive to detail Excellent communications and public relations abilities Strong typing and computer application skills Ability to assist and support others Able to operate basic office machinery