

Embassy National Bank, located in Sugarloaf/Lawrenceville, Georgia, is seeking a Human Resources Manager

POSITION SUMMARY

- Maintain the HR database and all personnel records and files
- Develop comprehensive onboarding/offboarding process
- Monitor attendance statistics, termination, hire and transfer data, etc.
- Develop and administer HR policies and programs including:
 - Industry competitive compensation plans
 - Bank wide training program
- Inform new employees of HR policies and programs
- Administer benefit plans
- Complete payroll processing, track and report payroll information

BASIC DUTIES

- Maintain Human Resources database
- Ensure HR and payroll records are accurately recorded
- Ensure files and records maintained in accordance with 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 requests
- Prepare recruitment lists and job postings
- Complete miscellaneous research, reports, and memos as requested

Payroll functions

Accurately complete payroll as scheduled
Maintain payroll records in compliance with state and federal regulations
Track and resolve payroll errors; complete adjustments and corrections as necessary
Ensure payroll functions performed in accordance with established policies and procedures

Effective intra-company relations

Support Department personnel as needed
Coordinate with related departments as required
Keep management appropriately informed of area activities and of any significant problems

Related duties

Stay well-informed regarding HR developments

QUALIFICATIONS

Education/ Certification: Minimum of a Bachelor's degree or equivalent in HR, Business, or Organizational Development or PHR/SPHR Certification

Required Knowledge: Intermediate to advanced understanding of HR functions. Knowledge of all related computer applications. Understanding of HR reporting and record keeping requirements.

Experience Required: Minimum of five years in HR generalist/manager role

Skills/ Abilities: Well organized; attentive to detail; excellent communications abilities

Embassy National Bank is an equal opportunity employer. All qualified applicants will receive equal consideration without regard to gender, race, religion, color, age or status as a protected veteran. We will perform a background check and may investigate references.

Interested candidates should send resumes and any accompanying information to Connie Egan at cegan@embassynationalbank.com.