

Human Resource Assistant

Full-time/Non-exempt

Position Summary: Provides administrative support to the Human Resources Director and CFO. Processes time and leave sheets for CCDA staff. Processes background checks and fingerprints for volunteers and staff. Responsible for duplication of vouchers for the finance department and other duties as required. Responsible for onboarding of new hires.

Duties and Responsibilities:

- Responsible for communication and bi-weekly submission of timesheets.
- Scheduling meetings, assist with job postings, recruiting, offer letters and new hire onboarding
- Is responsible for the management of current and former employee files.
- Submits the online investigation requests for volunteers
- Communicates with new hires as to required paperwork and meets with them prior to their start date
- Processes and submits the VA State Police and VA Dept. of SS background checks for new employees
Checks inaccuracies and communicates with the police and dept. of SS
- Verifies I-9 documentation, e-verify, and maintains I-9 books, current and terminated
- Duplicates vouchers for finance department and other administrative functions as required
- Conducts audits of various payroll and other HR programs and recommends any corrective action
- Prepares vouchers for background check payments to the state and for charges collected by SSCI for online checks and other check payments
- Assists HR Director with various research projects and/or special projects
- Makes photocopies, faxes documents, updates spreadsheets and performs other necessary functions
- Assists or prepares correspondence and completes filing
- Performs other duties as assigned

Education and experience:

- Associate's degree or comparable work experience
- 3 years' experience in a similar role
- Handles confidential information in a discreet and professional manner
- Strong communication skills with focus on accuracy with a strong desire to provide outstanding customer service.
- Detail oriented with demonstrated organizational acumen and ability to multi-task with effortless transition from one task to another
- Demonstrated experience in high-volume, fast-paced team environment
- Experience in Word, Excel and Power Point
- Good verbal and written communication skills
- Demonstrates accuracy and thoroughness
- Adaptable and flexible, able to deal with changes in work environment, manage delays or unexpected events

Please send cover letter with salary requirements and resume to jobs@ccda.net