JOB DESCRIPTION

JOB TITLE: Human Resources Specialist
DEPARTMENT: Human Resources at First Security Bank in Bozeman
REPORTS TO: Vice President Human Resources
CLASSIFICATION: Exempt / Full Time

JOB SUMMARY
Under general supervision of the Vice President of Human Resources and in conformance with established policies and procedures, the HR Specialist is responsible for assisting in the management of the bank’s human resources. This person must assist in developing, maintaining and administering personnel programs that contribute to the effective and profitable operations of the bank.

All employees are required to support the bank’s mission to cultivate active partnerships that nurture successful, lasting relationships in our communities. Employees must be engaging, solution oriented and both positive and proactive.

PRINCIPAL DUTIES AND RESPONSIBILITIES

• Provide prompt and courteous service to all internal and external customers, supporting the goals and mission of the Bank.
• Acknowledge all customers (internal and external) within 15 seconds after entering the branch or department.
• Greet external customers by making eye contact, saying hello, introducing yourself and asking how you can be of assistance.
• Anticipate and take action to fulfill customer needs while maintaining an attitude that elicits positive feedback. Offer suggestions before requested.
• Compile and maintain personnel records for employees including: personal data, compensation, benefits, tax and withholding data, attendance, performance evaluations, current and previous job status, and termination data in conformance with applicable laws.
• Maintain current knowledge of payroll practices, applicable state and federal laws, FMLA regulations, COBRA regulations, trends in personnel administration, benefit administration and labor laws.
• Update salaries, exemptions, insurance coverage, cafeteria deductions and other authorized payroll deductions to the HRIS and personnel files as necessary.
• Processes payroll creating direct deposits, checks and ACH files. Save all payroll reports electronically and process ACH within the appropriate time frame. Post payroll to general ledger. Review filing of federal and state taxes for accuracy.
• Maintain records of employee leave and balances including: personal and vacation time, short term and long term disability leave. Ensure all appropriate documentation is in personnel files.
• Enroll new employees during orientation for benefit plans. Input new employee records in the HRIS. Obtain necessary payroll and benefit authorizations and complete all required documentation (such as I-9, W-4 exemptions, etc).
• Advise employees and supervisors regarding personnel policies, benefits coverage, salary administration, health/life/disability insurance, pension plan, cafeteria plan, vacation/personal time off, profit sharing, etc.
• Review prepared annual W-2 notices for employees including all forms of taxable income.
• Update and prepare annual report for filing 5500C tax form for cafeteria plan administrators and annual report of wages and hours for pension plan contributions using appropriate software.
• Coordinate annual training of benefit plans.
• Reconcile insurance billing statements monthly. Submit employee policy cancellation notices to ensure accurate billing. Submit insurance payments in a timely manner and post payment to General Ledger.
• Update HRIS and become proficient in file input, retrieval of data and report generation on the software system.
• Update the bank’s intranet system as it relates to Human Resources.
• Recruit, interview, and hire candidates to fill approved positions.
  • Develop new personnel policies and update existing policies as needed.
  • Assist supervisors with the development of accurate job descriptions. Update as necessary.
  • Prepare proper documentation for and terminate employees upon the recommendation of department supervisor and approval of VP of HR and Bank President.
  • Keep supervisor informed of day to day operations and questions regarding payroll, personnel or benefit questions.
  • Anticipate and maintain adequate supplies of personnel and payroll forms.
  • Become familiar with and periodically review the bank’s robbery recovery procedures.
  • Perform additional tasks and projects as assigned by the Vice President of Human Resources.
SKILLS AND ABILITIES:

- Analytical skills necessary to recommend policies and procedures that conform with governmental laws and regulations.
- Thorough knowledge of employment laws, personnel policies and procedures to ensure compliance with such laws and to explain involved and complex process to bank staff.
- High degree of interpersonal skills, both verbal and written, to communicate policies and procedures and relate effectively with employees.
- Good analytical and math skills.
- Ability to manage time and meet deadlines.
- Demonstrated ability to exercise good judgment in handling confidential and sensitive information.
- Demonstrated ability to coordinate and manage multiple tasks and projects.
- Leadership skills which demonstrate the ability to accomplish personal and bank wide goals and objectives.
- Demonstrated ability to interpret and apply policies and objectives to all areas of the bank.
- Ability to communicate technical information, verbally and in writing. Ability to prepare material and provide staff training.

REQUIRED AND PREFERRED QUALIFICATIONS:

- Bachelor’s degree in Human Resources or related field or equivalent knowledge gained through combination of education and work experience.
- Minimum 3 years HR experience required. Previous bank experience desired.
- Strong computer skills including spreadsheet experience required. Prior experience with an HRIS database preferred.
- Excellent oral and written communication skills and superior interpersonal skills required.
- Demonstrated ability to exercise sound judgment in handling confidential and sensitive information including employee compensation, medical benefits inquires and employee payroll deductions.
- Ability to research and interpret state and federal payroll & benefit regulations.
- Ability to complete job responsibilities with a minimum of supervision and to exercise a reasonable amount of independent judgment.
- Ability to communicate technical information involving payroll and benefits in a clear and forthright manner, encouraging trust and confidence in the payroll and benefits systems.
- Ability to conduct work relationships in a professional and courteous manner.
- Ability to coordinate efficient performance of numerous unrelated tasks.
- Demonstrated ability to manage time and meet deadlines.

DRIVERS LICENSE MAY BE REQUIRED:

If the person in this position is required to operate a motor vehicle, you must, as a condition of continued employment, maintain a valid driver's license and a driving record acceptable to our insurer. Any changes in your driving record or status must be reported immediately. Failure to maintain an acceptable record or failure to report a change of status may result in disciplinary action, including possible dismissal.

PHYSICAL AND MENTAL DEMANDS OF THE POSITION

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made (when they do not present an undue hardship to the bank) to enable individuals with disabilities to perform the essential functions.

Constant lifting and carrying up to 10 lbs. required to hear, talk, write, read, keyboard/computer entry reach, stretch, work under time constraints with attention to details. Constant abilities used and required on the job are mathematics, memory, reasoning, estimating, problem-solving and exercising judgment. Frequent lifting or carrying up to 25 lbs. stand, walk or sit for extended periods of time. Occasionally stoop, kneel and crouch. Infrequently climb, balance or drive a car.

This is an exempt position which requires flexibility to meet the demands of business.

If you meet the qualifications as listed in the job description and would like to apply, please contact Cynthia Cheney at cynthia.cheney@ourbank.com.